



September 7, 2023

Dear Supplier Partner,

On Thursday, November 30, 2023, the PCMA Greater Philadelphia Chapter will host its annual auction. Today we are asking for your support through donations for the auction.

The PCMA Greater Philadelphia Chapter (PCMA PHL) is a chapter of the Professional Convention Management Association. The majority of PCMA PHL is made up of members from Pennsylvania, southern New Jersey and Delaware with other members located throughout the United States and Canada. PCMA PHL is a resource for business events strategists for education and networking, and provides a community for those in the meetings and event industry.

Through your support, you will gain valuable exposure to potential clients within the PCMA PHL membership, and supporters of the chapter. All donors will be acknowledged in promotions for the event and recognized on November 30th.

PCMA PHL has always been there for its members and visitors, whether it is for education, networking, or community. Now it's time that we ask for your help. Please consider making a donation to support our chapter!

Sincerely,

Sara

Sara McWilliams
2023 President, PCMA Greater Philadelphia Chapter
Senior Director, Global Accounts
HelmsBriscoe



Please complete this form and send it with your donation by **Friday, November 17th** for inclusion in the auction donation list. After this date, we cannot guarantee recognition. If you are sending a large item such as a gift basket, please return this form at your earliest convenience and send the donation after Friday, November 17th.

Contact Person/Title	
Company Name	
Street Address	
City, State, Zip	
Telephone	
Email	

Donation description and estimated dollar value:

Notes:

- Please list restrictions, if any, on the certificate.
- If the donation has an expiration date, please list the date on or after **12/1/2024**.
- Send donations to: Erica Keagy, PCMA PHL Managing Director, 2420 Olcott Avenue, Ardmore, PA 19003, (p) 610-220-1232, gppcma@comcast.net.
- Please send large items, such as gift baskets, after Friday, November 17th.