

*Cbd* CATERING  
BY DESIGN

# 2024 NONPROFIT GIVEAWAY





Dear Nonprofit Friend of Catering by Design,

For more than a decade, Catering by Design has proudly supported our community by hosting an annual event for a deserving local nonprofit, contributing our services to make a significant impact. This year, it is my pleasure to extend a personal invitation for your organization to apply for our Nonprofit Giveaway, valued at \$25,000.

We welcome all Colorado-based nonprofits to seize this opportunity. The award encompasses a range of our premium services, including catering, décor, and exquisite floral arrangements.

If your organization is in the midst of planning a fundraising event or gala, this is an opportunity you won't want to overlook.

We are also thrilled to introduce the latest addition to our director's team, Jennifer Whitman. Jennifer's distinguished background with the renowned Rafanelli Events in Boston and New York City enhances our capabilities, especially in the realms of design and décor. Under her guidance, our talented team of designers, florists, carpenters, and graphic artists is excited to collaborate with you. Together, we will transform your vision into reality, utilizing an expanded inventory of furniture, florals, décor, and custom graphics. Our commitment to excellence is further evidenced by our investment in a new warehouse, tripling our furniture inventory to include a wider array of fabrication, set design, bar fronts, and bespoke creations.

We encourage you to apply. As a token of our appreciation, all applicants will receive a certificate entitling them to a 15% discount on their next event, whether it be for catering or décor.

Your submission will be reviewed by a panel of esteemed local community leaders, with confidentiality maintained until the announcement at our annual luncheon on May 15, 2024. Enclosed, you will find detailed information and key dates. We eagerly anticipate your proposal and wish you the best of luck.

Syd Sexton, CEO



# Requests for Submission

## 2024 Nonprofit Giveaway

*SUBMISSIONS MUST BE RECEIVED NO LATER THAN MAY 1, 2024 AT 5:00 PM MST.*

### OVERVIEW

As a nonprofit organization, you understand the value of fundraising and building relationships with those that can give. Catering by Design is once again in the unique position to donate \$25,000 in kind to a deserving organization within Colorado.

We ask that you review the following packet of information and submit all of the requested information via email or mail no later than 5:00 pm MST on Wednesday, May 1, 2024. Please note that all qualified organizations that apply will receive a special 15% discount (towards your choice of the catering menu or décor elements) on a qualifying event if they are not chosen as the winner, so it pays to submit! To learn more about the giveaway and its success stories, visit [www.cateringbd.com/community](http://www.cateringbd.com/community).

### OBJECTIVE

We realize the impact local nonprofits have for both our home community and our nation at large. Because of this, we want to donate our services, with a value of up to \$25,000 in catering and/or event and/or décor to a deserving nonprofit organization located in Colorado.

### WHO WILL BE CHOSEN

A panel of community leaders, clients and past beneficiaries will once again select this year's recipient. The judges will look for a deserving nonprofit organization that supports innovative philanthropy, raises public awareness, increases the charitable giving in Colorado, and one who can demonstrate how this giveaway could positively impact their organization. A full list of our selection committee will be made public once the selection process has concluded and a recipient has been awarded.





## HOW TO ENTER

See the final page for the list of submission questions and requirements. Your entry submission must be received no later than Wednesday, May 1, 2024 at 5:00pm MST.

To mail or drop off:  
Catering by Design  
c/o Nonprofit Giveaway  
11095 E 45th Ave  
Denver, CO 80239

If submitting electronically, please send to: [nonprofitgiveaway@cateringbydesignco.com](mailto:nonprofitgiveaway@cateringbydesignco.com) with “Nonprofit Giveaway” in the subject line.

As submissions are received, they will be checked for completion only. Should an incomplete submission be found, the organization will be contacted and given until 5:00pm on Wednesday, May 1, 2024 to submit additional materials. Only completed submissions will be given to the judges for consideration.

## WINNING EVENT CRITERIA

The \$25,000 in-kind services will be contributed to one single event hosted on one date that takes place between July 1, 2024 and October 31st, 2025. The \$25,000 can only be applied towards Catering by Design in-house products (i.e.: food, staff, service charges, floral and décor options). The recipient's event must take place at one of the many venues Catering by Design is allowed to operate and our team is also happy to assist in finding the ideal venue for the occasion. If you have already contracted an event with Catering by Design that falls between the dates of July 1, 2024 and October 31, 2025, you are still eligible to apply for this giveaway. Should your organization be chosen, the grant will be credited toward the contracted event.

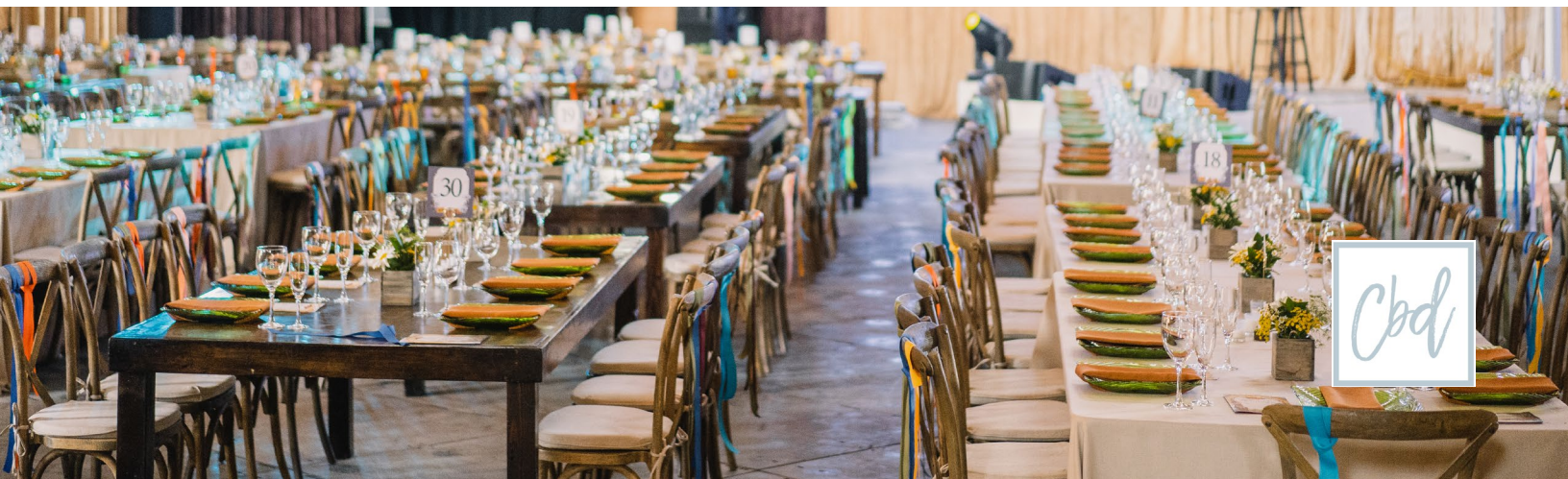
## CONTACT US

All questions related to this request for submission must be directed to Syd Sexton, CEO, at [syd@cateringbydesignco.com](mailto:syd@cateringbydesignco.com). Telephone inquiries are to be restricted to clarification of the Request for Submission; all other inquiries must be in email format and will be shared with all potential respondents, as appropriate.

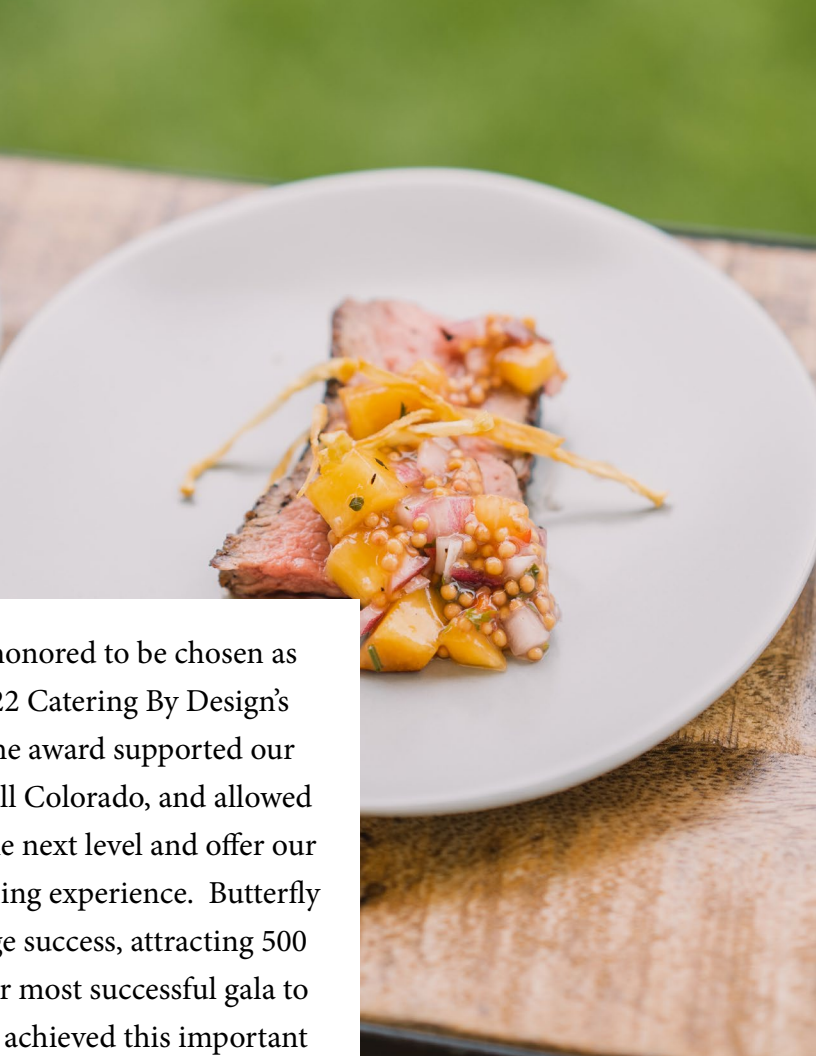
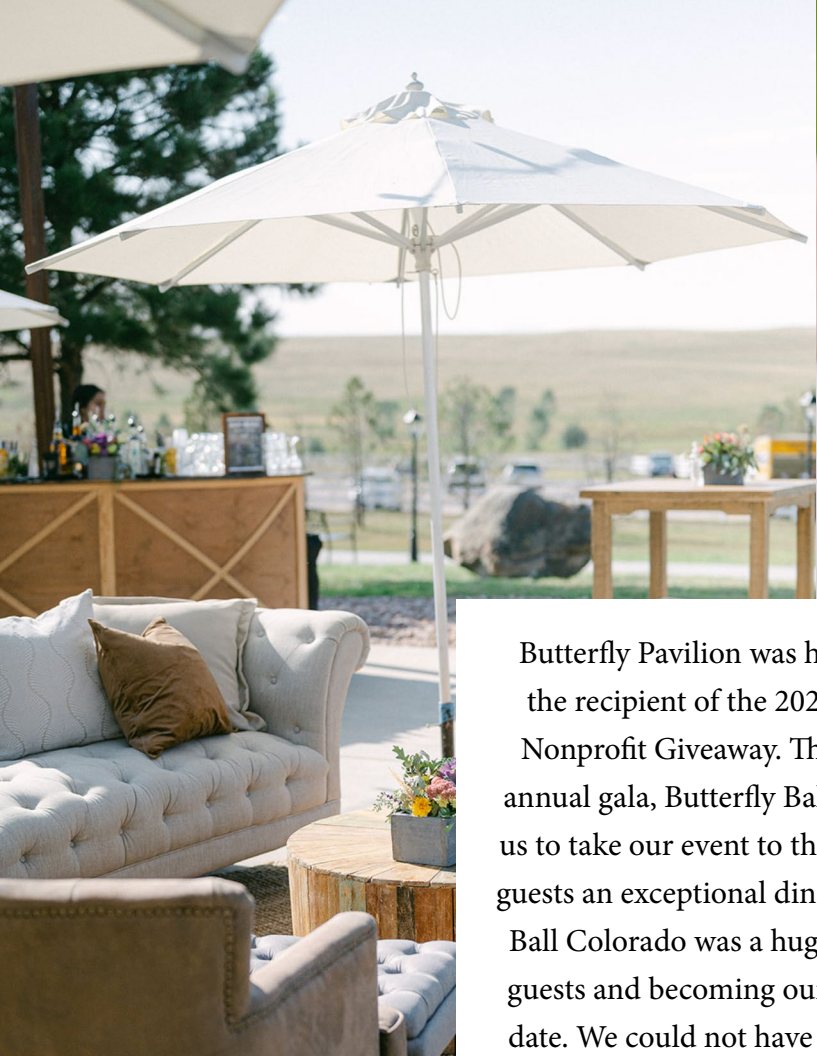
## SUBMISSION, PROVISIONS & CONDITIONS

All entries must be submitted with the form provided and in accordance with all terms, conditions, specifications, and stipulations contained herein. Respondents shall read all terms, conditions, specifications, and stipulations contained in the Request for Submission.

In the event that any gratuities or kickbacks are offered or tendered to any Catering by Design employee or representative, the submission response shall be disqualified and shall not be reinstated.







Butterfly Pavilion was honored to be chosen as the recipient of the 2022 Catering By Design's Nonprofit Giveaway. The award supported our annual gala, Butterfly Ball Colorado, and allowed us to take our event to the next level and offer our guests an exceptional dining experience. Butterfly Ball Colorado was a huge success, attracting 500 guests and becoming our most successful gala to date. We could not have achieved this important milestone without the support of Catering By Design. The entire experience of working with the CBD team was an absolute pleasure and we are so grateful for all they did to help make Butterfly Ball Colorado such a memorable event!

**Janet McFarland Burlile**  
Vice President of Donor Relations  
at Butterfly Pavilion



# SUBMISSION REQUIREMENTS

## BASIC NONPROFIT INFORMATION (SECTION 1 OF 5)

NAME OF NONPROFIT  
ORGANIZATION:

SUBMISSION CONTACT  
& TITLE:

ADDRESS:

TELEPHONE:

EMAIL:

WEBSITE:

*Please attach separate documents for sections 2-5. PDF or Word are acceptable.*

**ORGANIZATION OVERVIEW (SECTION 2 OF 5):** Please tell the judges about your organization including about why your organization was founded, what services you provide, who you support, your mission and vision statement. Additionally, please include a separate description of the organization in 200 words or less.

**EVENT OVERVIEW (SECTION 3 OF 5):** Please describe to the judges the event in which you would use the \$25,000. This may be an existing event or a new event you hope to create. Remember – Catering by Design is known for creativity and over the top events, so do not hold back!

**INFRASTRUCTURE (SECTION 4 OF 5):** Please describe for the judges your organization's infrastructure; specifically, your development team and how they would promote this event. We would like to ensure the organization has the ability to support the planning and execution of a large successful event.

**WHY (SECTION 5 OF 5):** Finally, please tell the judges why your organization is deserving of this giveaway and the impact it would have on your organization.

**ADDITIONAL INFORMATION:** Have a success story you want to share? Case study? We welcome all additional supporting material you wish to share with the panel. We just ask you to please not send any video links as we are not able to view them during the judging process. *Originality in the design of your proposal and presentation is encouraged. The most successful applications think outside the traditional PDF submission. We are known for creativity and want to see your own in your submission.*

