

## VENDOR & SPONSOR FORM

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

### VENDORS

Service(s) Provided:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Silent Auction Item(s) Donated:

\_\_\_\_\_ Value \$ \_\_\_\_\_

\_\_\_\_\_ Value \$ \_\_\_\_\_

\_\_\_\_\_ Value \$ \_\_\_\_\_

### SPONSORS

Sponsorship Level: \_\_\_\_\_

Unspecified Donation Amount \$ \_\_\_\_\_

Deadlines for sponsorship donations are:

August 10, 2011 – Name/Logo on Posters

September 1, 2011 – Name/Logo on All Other Printed Materials

Please complete this form and return it to the Office of Public Guardian, c/o Danielle Carroll at Waldoch & McConaughay, P.A., 1709 Hermitage Blvd., Suite 102, Tallahassee, Florida 32308. Please make checks out to the Office of Public Guardian.

## What is the Office of Public Guardian?

The Office of Public Guardian, Inc., (OPG) serves adults with mental and/or physical disabilities as their court-appointed legal guardian when they are incapable of managing some or all of their affairs. OPG was established to act as a substitute decision-maker for those persons in the Big Bend Area who are functionally impaired to the extent that they require the protection of court intervention. The OPG provides quality public assistance in the form of guardianship services to vulnerable adults adjudicated incapacitated who have no family, friends, or resources to obtain a private guardian.

As guardian, we provide the following guardianship services:

- 24 hour, on-call availability;
- Securing and overseeing any public benefits each ward is entitled to receive;
- Managing finances;
- Securing and oversight of support and supplemental services;
- Evaluating the personal, familial, medical and care needs of the ward;
- Maintaining communication with the ward's family, if any, based on availability and receptiveness;
- Evaluation and placement in an appropriate residential setting (e.g. own home, assisted living facility, nursing home);
- Authorization of medical treatment after medical consultation; and,
- Arranging Do Not Resuscitate, Termination of Life Support orders and burial arrangements when necessary.

**Office of Public Guardian, Inc.**  
**2292 Wednesday Street, Suite 1**  
**Tallahassee, FL 32308**  
**(850) 487-4609 ext. 100**  
[www.bigbendopg.org](http://www.bigbendopg.org)

The Office of Public Guardian Presents...

## *The 2<sup>nd</sup> Annual Get Away With OPG*

**Spa Day & Lawn Challenge Benefit**



*Sunday, October 2, 2011  
Capital City Country Club*

**Vendor & Sponsor  
Brochure**

## What is Get Away with OPG?

In celebration of its 23rd year of serving families in the Big Bend Area, the Office of Public Guardian will hold its *Second Annual Get Away With OPG Spa Day and Lawn Challenge Benefit*. The event will take place at Capital City Country Club on Sunday, October 2, 2011. There are plenty of activities planned including a lawn challenge, spa activities, a fashion show, and silent auction.

## Why You Should Be Involved

The Office of Public Guardian, is a local, non-profit agency celebrating twenty-three years of guardianship services in Tallahassee and the Big Bend area, first as a government agency and then as a private non-profit. OPG provides guardianship services for adults who lack the capacity to care for themselves throughout the Big Bend. Their clients, who are without the ability, family or resources to provide for themselves, would be all alone but for the valuable services provided by OPG.

Through the provision of public guardianship services and under the direction of the court, the OPG strives to:

- enhance quality of life,
- employ “substituted judgment,” acting as the person would have when making decisions in their best interests,
- protect against abuse, neglect and exploitation, and
- safeguard and exercise the fundamental civil rights of the people we serve

## How Can You Help?

We would like everyone to know that our prevention programs save money in the community and the Big Bend Area. We hope you will take this opportunity to support our mission and have fun for a great cause.

There are several opportunities to help the Office of Public Guardian put together a successful fundraising event:

### Vendor Opportunities

We need vendors to make our Spa Day & Lawn Challenge a success! Services that vendors can provide include:

- Nail Buffering & Painting
- Seated Massage
- Hand Massage
- Hair Tips/Demonstration
- Make-up Tips/Demonstration
- Donate gift basket of products for silent auction
- Donate an item/gift certificate for silent auction
- Provide lawn challenge items such as horseshoe, cornhole, etc.

### Volunteer Opportunities

We need volunteers to make our Spa Day & Lawn Challenge a success! Volunteers can assist in the planning and implementation of the event. For more information on volunteer opportunities, please contact Danielle Carroll at [danielle@mclawgroup.com](mailto:danielle@mclawgroup.com).

## How Can You Help?

### Sponsorship Opportunities

You or your company can become an event sponsor and receive the following benefits:

#### ***Diamond Sponsor- \$5,000***

- 10 complimentary tickets to the event
- Name/logo recognition in all printed material
- Signage at a table
- A promotion place in all our printed marketing materials and public service announcements
- Your logo on our website with a link to your website

#### ***Ruby Sponsor- \$2,500***

- 8 complimentary tickets to the event
- Name/logo recognition in all printed material
- Signage at a table
- A promotion place in all our printed marketing materials and public service announcements
- Your logo on our website with a link to your website

#### ***Sapphire Sponsor- \$1,000***

- 5 complimentary tickets to the event
- Name/logo recognition in all printed material
- Your logo on our website with a link to your website

#### ***Emerald Sponsor- \$500***

- 2 complimentary tickets to the event
- Name/logo recognition in all printed material

#### ***Pearl Sponsor- \$250***

- 1 complimentary ticket to the event
- Your name printed on the program