



Welcome to Ukrainian New York

A celebration of Ukrainian organizations and reception

Overview

“Welcome to Ukrainian New York” is an event that will take place at the Ukrainian Institute of America on Saturday, September 19, 2009. Its purpose is to facilitate social interaction and “bridge-building” among the Ukrainian Institute, other Ukrainian organizations in the metro New York region and the broader local community.

Who will participate?

Organizations with a connection to the New York Ukrainian community, including professional associations, arts and cultural groups, community organizations, businesses and other organizations.

Individuals will come to the Institute to meet their Ukrainian neighbors and local organizations.

When & where?

Saturday September 19, 2009
Ukrainian Institute of America
2 East 79 Street, New York, New York
7 p.m.

What is the format?

The event will take the following format:

A. Organization Fair

- table space in the Institute allocated to showcase each organization
- each organization staffs its space and promotes itself by handing out brochures, answering questions etc.
- each attendee receives an **Event Booklet** listing all participating organizations and contact details
- additional advertising available in Event Booklet to co-sponsors (see Information Form attached)

B. Reception / Social Evening

- wine and cheese style event
- entertainment to be announced

Why participate?

- **promote** your organization/ business
- **meet** and network with others in the Ukrainian community
- **recruit** new volunteers/members of your organization

How does my organization participate?

1. **Complete** the attached “Information Form”
2. **Submit** completed form according to the instructions therein
3. **Receive** acknowledgment and confirmation from the Institute
4. **Promote** the event to your contacts in the community
5. **Co-sponsor** the event (if you want) – see attachment 1 to Information Form

What are the costs?

Organizations: There will be no charge for the organizations that submit a completed “Information Form” (attached) and that are accepted for the event.

Individuals: Charge for individuals to be determined on or before August 22, based on feedback and success of sponsorship efforts.

Can I volunteer?

Yes! We welcome your enthusiasm for cultivating our New York Ukrainian community. Volunteers should contact Taras Filewych at the address below.

Additional Details

For additional details or questions, please call the Ukrainian Institute at 212-288-8660. You may also contact Terence (Taras) Filewych at tfilewych@yahoo.com OR Laryssa Krupa at director@ukrainianinstitute.org

You may also visit the website at www.WelcomeUkrainianNY.com



Welcome to Ukrainian New York

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Saturday September 19, 2009 Ukrainian Institute of America 2 East 79 Street, New York, New York

Information Form

For your organization to participate in "Welcome to Ukrainian New York" you must complete this form*. **Please fax the completed form to the Ukrainian Institute at: (212) 288-2918 (fax) prior to August 22, 2009.** You may also email this completed form to any member of the Welcome Committee (details in the attached overview).

1.	Name of Organization	
2.	Mailing Address	
3.	Email Address of primary contact for this Event	
4.	Briefly describe the purpose of your organization	
5.	Are you interested in having space allocated at the Institute during the "Welcome to Ukrainian New York" event? If needed, can you bring your own table?	
6.	(a) Describe how you intend to display/promote your organization. (b) Do you plan to bring any displays or other large materials? (c) Do you plan to give away any materials or samples promoting your organization? If so, please describe.	
7.	Do you want your organization listed in the Event Booklet? If so, please describe how you want your organization to be described in the Event Booklet based on the format on the right.	Organization Name <i>One sentence describing organization.</i> Contact details of organization.
8.	Is there any additional information you would like the Institute to know about your organization?	
9.	For sponsorship opportunities please see Attachment 1. You are not required to be a sponsor to participate.	

** Although we would like to involve as many organizations as possible, the Institute reserves the right to limit participation to optimize the event and for reasons including but not limited to space constraints.

Date submitted:
Submitted by:
Name:

Sponsorship Opportunities

Does your organization want to co-sponsor the event? If so, at which level?

Levels:

Platinum - \$5000 and above

- full page ad in event booklet
- front page (lower left, right or center) placement on first page of event booklet
- advertised as "co-sponsor" in email and other advertising in September
- recognition as a "co-sponsor" at the evening in short speech

Gold - \$1500 - \$2500

- full page ad in event booklet
- advertised as "co-sponsor" in email and other advertising in September
- recognition as a "co-sponsor" at the evening in short speech

Silver - \$750 - \$1500

- 1/2 page ad in event booklet
- advertised as "co-sponsor" in email and other advertising in September

Bronze - \$300 - \$750

- 1/4 page ad in event booklet

Note: the foregoing is based on cash or in-kind donations. In-kind donations will be valued at fair market value.

For further information about sponsorship opportunities, please contact Taras Filewych at 917-837-0544.