



Presented by



Kit Table of Contents:

- 🌸 How to get the word out to your co-workers
- 🌸 Tribute Bouquets & the **26 Prizes for 26 Years Contest**
- 🌸 Coordinator's Contest
- 🌸 Wendy's Discount Coupons
- 🌸 How to place your order
- 🌸 Internal Order Form for you to track your orders (LIME GREEN)
- 🌸 Fax Order Form for you to submit your order to the Hospice Foundation (PINK) or submit at **HospiceBuffalo.com**
- 🌸 Invoice Page to send along with your payment (BLUE)
- 🌸 Bouquet Delivery Schedule

Event Sponsor



Sponsors



Spread the Word

Posters

Hang the posters around your office in high traffic areas so everyone knows about the Sale. There is space on the poster where you can write in your name, extension or other information relating to the Bouquet Sale.

Sample e-mail and voicemail messages

You can use these, or create your own, to inform your co-workers that you are selling Hospice bouquets.

Online Coordinator's Resource Center

Visit HospiceBuffalo.com and click on Spring Bouquet Sale. Sample newsletter ads, a copy of the press release, logos, photos of the \$8 bouquet and the \$30 tribute bouquet and other marketing tools will be available to use.

Sample E-mail & Voicemail Messages

Use these sample e-mail and voicemail messages to send to your co-workers or create your own.

E-mail message:

Think spring, and help Hospice Buffalo during the 26th Annual Spring Bouquet Sale™! I'm the Bouquet Sale Coordinator for insert company name here. Our office/school is participating by taking pre-sale orders. The beautiful mixed bouquets are available for \$8. There is also a special Hospice Buffalo Tribute bouquet available for \$30. To celebrate the sale's 26th annual Bouquet Sale, Hospice is giving away 26 prizes for 26 years! Each tribute bouquet will have a peel n' reveal sticker on it for the opportunity to be one of the lucky winners (insert prize list here). Also, for every tribute bouquet sold, a standard (\$8) bouquet is donated to a current Hospice Buffalo patient. All bouquets will be delivered here to our office on March _____. If you would like to order a bouquet, a sign up sheet is located in/at the _____. Simply write your name and the number of standard and/or tribute bouquets you would like to purchase. The order deadline is _____ and payment is due by _____. If you have any questions, feel free to call me at ext. _____. Every bunch truly does make life better – in 25 years, the Bouquet Sale has sold 467,000 bouquets and 28,500 tribute bouquets, raising \$3.8 million for Hospice! Thank you for supporting Hospice Buffalo.

Voicemail message:

Hello. This is _____, and I am coordinating the Hospice Buffalo Spring Bouquet Sale™ here at insert company name here. Help us celebrate the 26th Annual Spring Bouquet Sale by purchasing a bouquet. If you would like to order a mixed spring bouquet for \$8 or a beautiful Hospice Buffalo Tribute bouquet for \$30, please place your order with me by _____. Thank you for supporting Hospice Buffalo.

Tribute Bouquet

Once again this year, we are presenting our magnificent tribute bouquet for the price of \$30. This spectacular bouquet will be sold to pre-sale sites only, and ***for each tribute bouquet purchased, a standard Hospice bouquet (valued at \$8) will be donated to a current Hospice Buffalo patient. To be fair to all of our patients, we are unable to donate the \$30 tribute bouquets to them.***

Tribute Bouquets \$30



KEEP READING FOR INFO. ON HOW TO WIN!

Bouquets may vary from photo.

26 Prizes for 26 Years Contest

To celebrate our 26th annual Bouquet Sale, we are giving away 26 prizes! Each tribute bouquet will have our peel n' reveal stickers on them for the opportunity to be one of our lucky winners.

Remember- tribute bouquets are only sold during pre-sale, so the chances of winning are very good!

Prize List

Prize 1 ~ **Kindle Fire & \$50 Kindle Store Gift Card**

Prize 2 ~ \$150 Talbot's gift card

Prize 3 ~ \$100 Boulevard Mall gift card

Prizes 4 ~ \$75 DSW gift card

Prizes 5 ~ \$75 Marshalls gift card

Prizes 6 ~ \$75 TJ Maxx gift card

Prizes 7 ~ \$75 gift card can be used for Gap, Old Navy, or Banana Republic

Prizes 8 - 10 ~ \$25 Land's End card & \$25 Home Depot card

Prizes 11 & 12 ~ \$25 Home Depot card & \$25 Dunkin' Donuts card

Prize 13 ~ \$50 Pottery Barn card

Prize 14 ~ \$25 Old Navy card & \$25 Home Depot card

Prizes 15 -20 ~ \$25 Boulevard Mall card & Delta Sonic Deluxe Car Wash

Prizes 21 - 23 ~ \$25 Boulevard Mall card & Delta Sonic 10 Minute Interior Cleaning

Prizes 24 - 26 ~ \$25 Boulevard Mall card

Coordinator's Contest

In appreciation of your hard work and to help motivate sales, we will be having the *Coordinator's Contest* again. Get **75% or more** of the employees at your company or school to purchase a bouquet, and you will be entered to win a **\$300 Gift Certificate** to the Walden Galleria Mall.

Wendy's Discount Coupon

*New this year...*with your bouquet delivery you will receive Wendy's discount coupons for all of your customers. For every coupon redeemed, Hospice will receive 50¢.

Placing Your Bouquet Order

Internal Order Form (lime green sheet)

Use this to keep track of your orders. It is for your internal use only and does NOT need to be turned into Hospice.

Fax Order Form (pink sheet)

Fill out this form with the number of bouquets you need, and fax to Hospice (686-8181).

You can also place your order online at HospiceBuffalo.com and click on Bouquet Sale.

DEADLINE for ORDERS

Schools (K - 12) - February 15th

Companies & Organizations - February 22nd

Invoice & Envelope (blue sheet)

Please fill out this sheet at the end of the Sale, and return to Hospice by **March 16, 2012**, along with your payment for bouquets purchased. Please exchange all cash for a check or money order, payable to the **Hospice Foundation**.



26th Annual Hospice Spring Bouquet Sale

Internal Order Form

Standard Bouquet \$8

Tribute Bouquet \$30 – Buy one & get a chance to win BIG!

(For your internal use only - no need to send this form to Hospice)

	<u>Name</u>	<u># Standard</u>	<u># Tribute</u>	<u>Total Due</u>	<u>Paid</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
	TOTAL:				



FAX ORDER FORM

FAX: (716) 686-8181 OR

Visit HospiceBuffalo.com & click on Bouquet Sale

Orders Due ~ Schools (K - 12): February 15th

Companies & Organizations: February 22nd

Company/School Name: _____

Coordinator's Name: _____

E-mail: _____

Phone: _____ Fax: _____

Delivery / Shipping Address: _____

Special Delivery Instructions:

(i.e. - use side door; ask security to page Ms. Smith; use shipping & receiving driveway)

Must have a minimum of 15 bouquets ordered - Standard \$8 & Tribute \$30 combined

Number of \$8 Standard Bouquets ordered: (Increments of 15 are greatly appreciated, but not required!)

15 30 45 60 75 90 105 120 135 150 165 180 195 210 225

Other: _____

Number of \$30 Tribute Bouquets ordered: _____

(You may want to add a few additional bouquets for last minute orders)

Sorry we are unable to accept phone calls with changes!

Please mail checks in the enclosed envelope by **March 16th** to:

Hospice Foundation, Attn: Spring Bouquet Sale

P.O. Box 8000

Department 960

Buffalo, NY 14267

Phone: (716) 686-8090

Twenty Six YEARS OF SPRING



Bouquet Invoice

Please use this form when sending in payment for your Hospice Spring Bouquets. If you have any questions regarding your payment, please call the Hospice Foundation at 686-8090.

Payment is due by MARCH 16, 2012 in the enclosed envelope.

Thank you!

SAMPLE PRICING CHART:

<u>Standard Bouquets</u>	<u>Price</u>	<u>Standard Bouquets</u>	<u>Price</u>
15	\$120	135	\$1080
30	\$240	150	\$1200
45	\$360	165	\$1320
60	\$480	180	\$1440
75	\$600	195	\$1560
90	\$720	210	\$1680
105	\$840	225	\$1800
120	\$960	240	\$1920

Number of Standard Bouquets _____ @ \$8 = \$ _____

Number of Tribute Bouquets _____ @ \$30 = \$ _____

Total amount enclosed = \$ _____

Company/School Name: _____

Coordinator's Name: _____

Address: _____

Make check(s) payable to Hospice Foundation.

Send in enclosed envelope to:

Hospice Foundation, Attn: Spring Bouquet Sale
 P.O. Box 8000
 Department 960
 Buffalo, NY 14267

*Thanks a **BUNCH** for supporting Hospice!*

2012 BOUQUET DELIVERY SCHEDULE

Monday	Mar. 5	Tuesday	Mar. 6	Wednesday	Mar. 7
Buffalo	14201	Akron	14001	Alden	14004
Buffalo	14202	Bowmansville	14026	Angola	14006
Buffalo	14203	Clarence Clarence Center	14031 14032	Athol Springs	14010
Buffalo	14204	Depew	14043	Blasdell	14219
Buffalo	14206	East Amherst	14051	Brant	14027
Buffalo	14207	Getzville	14068	Chafee	14030
Buffalo	14208	Grand Island	14072	Colden	14033
Buffalo	14209	Lancaster	14086	Collins Collins Center	14034 14035
Buffalo	14210	Tonawanda	14150	Cowlesville	14037
Buffalo	14211	Williamsville	14221	Crittenden	14038
Buffalo	14212	Eggertsville Snyder Amherst	14226 14228	Derby	14047
Buffalo	14213	SUNY at Buffalo	14260	East Aurora	14052
Buffalo	14214	Kenmore	14217	East Concord	14055
Buffalo	14215	Kenmore Tonawanda	14223	Eden	14057
Buffalo	14216			Elma	14059
Lackawanna	14218			Farnham	14061
Buffalo	14220			Glenwood	14069
Buffalo	14222			Hamburg	14075
Post Office	14240			Holland	14080
				Lakeview	14085
				Lawtons	14091
				Marilla	14102
				North Boston	14110
				North Collins	14111
				North Evans	14112
				Orchard Park	14127
				Sardinia	14134
				South Wales	14139
				Spring Brook	14140
				Springville	14141
				Wales Center	14169
				West Falls	14170
				West Seneca	14224
				Cheektowaga S.Cheektowaga	14225 14227

PLEASE NOTE:

We can not guarantee anyone a specific delivery time.

We will make every effort to deliver to schools before 2 p.m. and companies before 4 p.m.

In the case of inclement weather, you will be notified from the Hospice Foundation by phone if your delivery day changes.