



2015 DIVERSITY NIU FUN FAIR REQUEST LETTER

Dear Community Organization;

The Northern Illinois University chapter of Golden Key International Honour Society is planning a Diversity Fun Fair during the spring semester (2015). The date of the event is February 28th, and will be held in the Field House on the DeKalb campus. The purpose of this event is to create an awareness and appreciation for diversity and various cultures in the DeKalb area. This event will be open to the community (the campus community and the surrounding DeKalb/Sycamore community).

In order to ensure maximum participation and buy-in for the success of this event, we would like to solicit the assistance of the various student and community organizations that would have interest in and benefit from participation in this event. **Specifically, we would like to gauge your interest in hosting a booth in the Diversity Fun Fair.**

Below, you will find specific details of the event:

What: Northern Illinois University Diversity Fun Fair
When: Saturday, Feb 28th
Where: Chick Evans Field House – NIU Campus
Time: 12:00-3:00pm (booth set-up one hour before)
Organization/Exhibit/Food Booth Cost: \$25 fee (*)
Entertainment: Dance/ Music/Other Forms of Art

(*) Booth fees are to offset space and set-up expenses

Due to time constraints, we need to confirm the participation of all interested organizations no later than **Friday, February 6, 2015**. Interested organizations are encouraged to submit the following information to Mr. Ryan Blackburn (ryanbburn451@gmail.com), president of Golden Key – NIU Chapter, by the due date:

1. Name of organization
2. Name of contact person
3. Email of contact person
4. Phone of contact person
5. Specific participation interest
 - a. Interested in performing at the event?
 - b. Interested in hosting a booth at the event?
 - c. Both of the above?

Thank you for giving us your consideration. All questions should be directed to Mr. Ryan Blackburn at ryanbburn451@gmail.com or at 224-558-6500.

Sincerely,

Ryan Blackburn
President
Golden Key International Honour Society - NIU Chapter
ryanbburn451@gmail.com