

## **NEQM Reception Partner Program Information Form**

### **Event Details**

- Approximately five guild members hostess the reception following the trunk show and discussion.
- Each event starts at 1 pm, and the reception begins around 2:15 and runs until the museum closes at 4 pm.
- We expect between 50-75 guests for receptions.
- The guild provides the food, refreshments, disposable napkins, cups, and plates.

### **Guild Benefits**

- 10 Free Museum Passes
- Guild members receive free admission on event day to the Gallery, Trunk Show, and Lecture
- Promotional signage in gallery and verbal recognition on day of reception.

### **Food Suggestions**

- A variety of sweet and savory bite-sized treats, including 1-2 warm hors d'oeuvres
- Chips and dips
- Veggies and dips
- Soda, juice and/or punch (Museum provides punch bowl)
- Paper goods: hot and cold cups, small plates for serving, decorative napkins

### **Other Partner and Membership Opportunities**

If a guild prefers to sponsor rather than host a reception, we suggest a \$150 donation to cover reception costs.

### **Contact**

To become a reception partner, please call Jennifer Gilbert, Executive Director, 978-452-4207 ext. 12 or [director@nequiltmuseum.org](mailto:director@nequiltmuseum.org),