



Urban Rocks Jewelry Fundraiser

with *Kym V. Jackson*

Event: _____

Date: _____ Time: _____

Location: _____

Organization: _____

Coordinator: _____

Financial Goal: _____

Length of time: _____

ABOUT Unique Urban Rocks:

Unique Urban Rocks Jewelry is an affordable luxury jewelry company that was founded in 2011 and created as a way to support and bring educational awareness for children with Autism.

All our precious stones are selected by Kym V. Jackson and designed into beautiful works of art by hand.

HOW IT WORKS:

One week prior to the start of the fundraiser a representative from Urban Rocks will provide the partnering organization with pertinent information to assist them with hosting a successful fundraiser. The coordinator should invite family members, neighbors, colleagues and friends to attend and support the fundraiser.

The "Organization" will earn 20% of the retail price of the jewelry, before tax. The Kym V. Lux diamond collection can offer an 8% return on sales. The "organization" will receive a check payment after all customer checks and credit cards have been processed and cleared.

(For example, if your group sales \$2500 in jewelry you will receive \$500 in a cash payment.)

**Urban Rocks payment accepted options are cash, check and credit cards
(Visa, MasterCard or American Express)**

Schedule an Event



Roles and Responsibilities:

Organization:

1. Solicit outside orders (ensure that checks are made payable to "Urban Rocks Jewelry" and that each order includes customer name, address, phone number, and team member name)
2. Attend and support fundraiser
3. Deliver jewelry to their own customers once orders arrive

Coordinator:

1. Send invitations via email or mail to guest at least 3 to 4 weeks in advance and at least two reminders to provide Urban Rocks with a final count three days before fundraiser.
2. Coordinate location and logistics for the private showing
3. Accept RSVPs
4. Designate a space for jewelry set up
5. Coordinate refreshments for fundraiser

Urban Rocks Jewelry:

1. Send invitations for fundraiser if coordinator provide their guest list and emails.
An e-vite will be sent to each guest.
2. Place order for jewelry, entering orders by specific customer names.
Jewelry will arrive to the coordinator separated by customer only.
3. Bring a 6ft table and table cloth for set up.

We do recognize that emergencies arise. We ask that in the event of an emergency the coordinator provide a 48 hour cancellation notice. We thank you and look forward to assisting you with hosting a successful fundraiser.

Coordinator Name Printed (required): _____

Coordinator Signature (required): _____

Date: _____

[Schedule an Event](#)

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