



DONATION REQUEST FORM

While we donate to many organizations throughout the year, we appreciate your understanding that we cannot support every request we receive. Charitable requests are only considered 60 days prior to the event date and all requests must have a completed donation request form and a tax exempt letter, otherwise they will not be reviewed. Depending on the level of commitment you are requesting we may require a stipend.

Today's Date: _____

EVENT INFORMATION:

Donation/Event Date: _____

Name of Organization/Event: _____

Website for Organization/Event: _____

Event Location (if applicable): _____

Event Times (i.e. 7 to 10 p.m.): _____

Number of Expected Attendees: _____

Additional Committed Sponsors: _____

Overview of Donation Request: _____

CONTACT INFORMATION:

Name: _____

Email: _____

Phone: _____

ORGANIZATION INFORMATION:

Tax ID Number: _____

Please include your Tax Exempt letter.