

# DONATION REQUEST FORM

Please note that we consider a donation an investment in your event. Because investments must be carefully evaluated before it is made, we need to know as much as possible to make this decision. *Completion of this form does not guarantee a donation.* Incomplete requests will not be considered. All requests must be received four weeks prior to the event.

## Organization Information

Organization Name \_\_\_\_\_  
Federal Tax ID # \_\_\_\_\_

Is this Organization Non-Profit (501-C3)? \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Is the Organization a current client of our Business? \_\_\_\_\_

Have we donated to your organization before? \_\_\_\_\_

If so, when? \_\_\_\_\_

## Event Information

Event Name \_\_\_\_\_  
Event Sponsor(s) \_\_\_\_\_  
Event Date \_\_\_\_\_ Time \_\_\_\_\_  
Event Location \_\_\_\_\_  
Event Description \_\_\_\_\_

Who benefits? \_\_\_\_\_

The cause \_\_\_\_\_

## Items donated to be used for:

\_\_\_\_\_ Silent Auction \_\_\_\_\_ Live Auction \_\_\_\_\_ Raffle \_\_\_\_\_ Door Prize  
\_\_\_\_\_ Table/Event Decor \_\_\_\_\_ Audience Size \_\_\_\_\_ Age Range \_\_\_\_\_ Event Ticket Price

Will other floral providers be involved? \_\_\_\_\_ If so, whom? \_\_\_\_\_

In return for the donation / investment you are requesting, indicate which of the following will be provided:  
(Check all that apply, your generosity directly influences ours.)

\_\_\_\_\_ Complimentary Program Ad \_\_\_\_\_ Signage during event  
\_\_\_\_\_ Program Acknowledgement \_\_\_\_\_ Website Linkage  
\_\_\_\_\_ Mention from Stage during Program \_\_\_\_\_ Social Media Mention  
\_\_\_\_\_ Display Table \_\_\_\_\_ Video Logo Screening during event  
\_\_\_\_\_ Promotional Flyers/Mailings/Newsletter \_\_\_\_\_ Attendee Contact List  
\_\_\_\_\_ Tickets to event (How many? \_\_\_\_\_)

Other Marketing Opportunities \_\_\_\_\_

Type of Event Promotion/Media \_\_\_\_\_

## IMPORTANT INFORMATION REGARDING DONATION REQUESTS:

1. Each Donation Request Form must be accompanied by a one-page attachment on official business letterhead. Requests submitted without the Donation Request Form will not be accepted.
2. A 501-C3 form must be attached to your request if your organization is a Non-Profit.
3. Due to the number of requests each year, all submissions will be reviewed; not every request will be approved.
4. If your request is approved, we will contact you per your contact information with instructions for receiving your donation.
5. If your request was denied, you will be notified.
6. Expect processing time of between 3-4 weeks upon receiving your request.

## Office Use Only

Date Received \_\_\_\_\_ Comments \_\_\_\_\_

Action Taken: \_\_\_\_\_

Auction Item \_\_\_\_\_ Gift Certificate / Coupon \_\_\_\_\_ Floral Discount \_\_\_\_\_ Matching Funds Investment

Retail Value of Donation / Investment \_\_\_\_\_ Detailed Proposal Attached \_\_\_\_\_

Approved / Denied \_\_\_\_\_ Date Notified \_\_\_\_\_