



## DONATION Request Form

Completion of this form indicates a request; it does not guarantee a donation. Donation requests must be received a minimum of 2 weeks prior to the event to be considered.

Event Date \_\_\_\_\_ Date Donation needed by \_\_\_\_\_ # of Attendees \_\_\_\_\_

Organization \_\_\_\_\_

Type:     Business     Charity     Church     Civic     School     Other

If other, please specify: \_\_\_\_\_

Tax Exempt # / 501c3 \_\_\_\_\_

Donation mailing address \_\_\_\_\_

City \_\_\_\_\_ State  Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Evening Telephone # \_\_\_\_\_

E-mail \_\_\_\_\_

Event Name \_\_\_\_\_

Event Location \_\_\_\_\_

Event Description (Please be specific, who benefits, the cause, goals, etc)

Item(s) requested: (be specific, food donation, product, gift certificate)

Item to be used for (silent auction, door prize, etc)

*\*\*\*As a courtesy, those that have requested donations will be asked to recognize Avanti's contributions during the event and in pre-event and post-event communications.*