



REQUEST FOR DONATIONS AND/OR EVENT SUPPORT

(THIS FORM MUST BE ACCOMPANIED BY A WRITTEN REQUEST ON ORGANIZATION LETTERHEAD)

Event Name _____

Organization Name _____

Location of Event _____

Date of Event _____ Day of Event _____ Time of Event _____

Contact Person Information: Name _____ Title _____

Phone _____ Fax _____

Brief Description of Event: _____

Who are the direct beneficiaries of your event? _____

Approximately how many people are you attempting to feed? _____

What level of sponsorship are you requesting? \$ _____

What is the number of volunteers involved in your event? _____

At what store do you wish to pick-up the donation? _____

What type of support are you interested in receiving?

Food items _____ Gift Certificates _____ Door prizes _____

Completed by Store Manager Only

Date request received: _____

How request received: Mail _____ Delivered _____ Fax _____

****Downloaded from Shipley Do-Nuts of Waco website****