



Donation Request Form

Please use the following form to request all donations and discounts. Due to the volume of requests for donations and discounts, we require that these applications be submitted 6 weeks prior to your event to ensure that we have time to review all requests fairly and at length.

Please fill out this application in its entirety with either print or type that is legible and be sure to sign the form at the bottom. We have had such a large request for our goods and services to be donated or discounted over the years that we are hoping to have this process cut back on the amount of time that we have to spend to make these decision processes as well as giving equal weight to each opportunity by having them submitted in a uniform matter.

Your organization or event will need to submit a new form for each request as no guarantees of sponsorship can be made from event to event. Although we truly do believe in and personally support many of the causes that we donate to, we see our sponsorship as advertising and marketing for our business. With this being said, we hope that our support of these causes will develop future opportunities for business with your organization as well as its members. If you foresee any opportunities for us to do future business with your organization or individuals, please mention this as it will enhance our consideration for your request.

Please mail or drop off your completed requests to our office at the address listed above. Please call if you need any assistance in completing this form.

Thank you,
Special Occasions





Organization Information

Date of Application: _____
Organization Name: _____
Organization Address: _____
Phone: _____ Fax No.: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Phone Number: _____
Contact Email Address: _____
Summary of the Organization's Mission: _____

What is the mission of this event and the fundraising goal for the event: _____

Is the organization a 501(c)3 Tax Exempt Organization: _____

Event Information

Name of Event: _____
Date(s) of Event: _____ Approximate Number of Attendees: _____
Is this an annual event? _____ Year Started: _____
Who attends/ What is the Target Audience? _____

How do you promote the Event? _____

What promotion will Special Occasion's receive if a donation is provided? _____

Is artwork/logo required for this? _____ What media? _____ What format? _____

Donation

What type of donation and/or discount are you seeking? _____

Do you already have a Quote or Reservation? _____ Contract #: _____

If the donation is granted, would Special Occasion's receive the following:
____ Sponsorship Package for the Event _____ Table or Admission to the Event
____ Attendee list with contact information _____ Acknowledge Special Occasions during Event
____ Include Special Occasion's in Press Releases and Advertising for the Event
Has Special Occasions donated for this Event in the Past? _____ If yes, Contract Number: _____
What other rental companies does the organization currently use? _____

Signature of Applicant: _____ Date: _____
Name of Applicant: _____

