



Your One Stop Event Planning Shop

Event Depot asks that all organizations requesting a donation from us, either monetary or in kind complete this questionnaire. We ask that your request be submitted at least six weeks in advance for proper consideration. Those not providing ample time for consideration may limit their opportunity for support. Completion of this form does not guarantee that Event Depot will be able to fulfill the request.

Date of Request: _____ Event Date: _____ Location: _____

Person Making Request: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Is this organization a 501c3 nonprofit agency? YES NO Is this donation tax deductible? YES NO

Is this organization a recipient of donations from other organizations? YES NO

What is the organization's primary mission? _____

What are you requesting? _____

How will the donation be used? _____

What is the expected attendance/demographic? _____

Are there other companies that could be considered competition working on the event? YES NO

Please list: _____

Will there be any advertisement or promotions featuring Event Depot? YES NO

Please describe: _____

Please submit any pertinent collateral material that is available with this request form.

Signature of Person making request: _____