



DONATION REQUEST FORM

In order to be considered and help us expedite the donation procedure, please complete this form in its entirety. In addition, this form must be accompanied by a short descriptive letter written on the official letterhead of the organization. Please email all requests to info@emeraldgrande.com. Requests should be made at least two weeks prior to the event date.

ORGANIZATION INFORMATION

Name of your organization: _____
Organization City: _____ Organization State: _____
Contact Person: _____
Phone number: _____ Contact Email: _____
Are you a Charitable Organization? _____

EVENT INFORMATION

Date of your event? _____ Name of the Event: _____
What type of event will you be hosting? (Silent or live auction, raffle, etc.)

What kind of attendance do you anticipate for your event? _____
Who will these proceeds benefit? _____
Additional Comments: _____

Please include a wish list of your top 3 requests for donation.
(Cash, trade, product, other)

- 1.
- 2.
- 3.