



Floral and Event Designs
www.blumz.com

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DONATION REQUEST FORM

Please note that we consider a donation as an investment in your event. As an investment must be carefully evaluated before it is made, we need to know as much as possible to make this decision. Completion of this form does not guarantee a donation. Please review the donation guidelines as incomplete requests will not be considered. All requests must be received four (4) weeks prior to the event. Please type or print neatly.

Organization Information

Organization Name _____
 Federal Tax Id # _____ Is this Organization Non-Profit 501-C3 _____
 Address _____
 City State Zip _____
 Contact Name _____ Title _____
 Telephone _____ Fax _____
 Cell phone _____ Email _____
 Is the Organization a current client of our Business? _____
 Have we donated to your organization before? _____ If so, when _____

Event Information

Event Name _____
 Event Sponsor(s) _____
 Event Date _____ Time _____
 Event Location _____
 Event Description - Please be specific,
 Who benefits? _____ The cause _____

Items donated to be used for:

_____ Silent Auction _____ Live Auction _____ Raffle _____ Door Prize _____ Table/Event Decor
 Audience Size _____ Age Range _____ Event Ticket Price _____
 Will other floral providers be involved? _____ If so, whom? _____

In Return for the Donation/ Investment you are requesting, indicate which of the following will be provided. (Check as many as applies, your generosity directly influences ours.)

_____ Complimentary Program Ad _____ Signage during event
 _____ Program Acknowledgement _____ Website Linkage
 _____ Mention from Stage during Program _____ Social Media Mention
 _____ Display Table _____ Video Logo Screening during event
 _____ Promotional Flyers/Mailings/Newsletter _____ Attendee Contact List
 _____ Tickets to event _____ How many _____ An On-Line "Thank You" via Yelp.com or Citysearch.com
 _____ Other Marketing Opportunities _____

Type of Event Promotion/Media _____

IMPORTANT INFORMATION REGARDING DONATION REQUESTS:

1. Each Donation Request Form must be accompanied by a one-page attachment on official business letterhead. Requests submitted without the Donation Request Form will not be accepted.
2. A 501-C3 form must be attached to your request if your organization is a Non-Profit.
3. Due to the number of requests each year, all submissions will be reviewed, however, every request cannot be approved.
4. If your request is approved, we will contact you per your contact information with instructions for receiving your donation.
5. If your request was denied, you will be notified.
6. Expect processing time of between 3-4 weeks upon receiving your request.

Office Use Only

Date Received _____
 Comments: _____
 Action Taken: _____
 _____ Auction Item _____ Gift Certificate/Coupon _____ Floral Discount _____ Matching Funds Investment _____
 Retail Value of Donation/Investment _____ Detailed Proposal Attached _____
 Approval/Denied: _____ Date Notified: _____