



## Donation Request Form

Please fax to 704-684-0514 or email to [mail@providenceproduce.com](mailto:mail@providenceproduce.com)

- Please type/print clearly and completely. Completion of this form does not guarantee a donation.
- Due to the high volume of donation requests, only those received at least 10 days prior to the event will be considered.
- We wish you the best of luck with your upcoming event

Today's Date \_\_\_\_\_ Event Date and Time \_\_\_\_\_

Organization \_\_\_\_\_ Website \_\_\_\_\_

Type of Organization:

For Profit Business \_\_\_ Charity \_\_\_ Church \_\_\_ Civic \_\_\_ School \_\_\_ Other: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Contact Title \_\_\_\_\_ Contact Email \_\_\_\_\_

Event Name \_\_\_\_\_ Event Sponsor/Underwriter \_\_\_\_\_

Event Location/ Address \_\_\_\_\_

Event description (Please be specific, who benefits, the cause, etc.)

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Estimated Number of Guests \_\_\_\_\_ Event/Ticket Price \_\_\_\_\_

Donation Request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Donations to be used for (silent auction, door prizes, etc.) \_\_\_\_\_

Have we provided a donation to your organization in the past? \_\_\_ Yes \_\_\_ No

If yes, what items and when? \_\_\_\_\_

Will there be pre-event advertising \_\_\_ Yes \_\_\_ No

Will Providence Produce Market be featured in these? if so how? \_\_\_\_\_

Generally Providence Produce cannot provide delivery/mailing of donated goods. It is our policy that all Donations must be picked up in person, during regular business hours, at our office. A representative from your group will be asked to sign for the items received at that time.

Will you organization be able to arrange for pick up? \_\_\_ Yes \_\_\_ No

*Please note: If you are a for-profit organization or business the likely hood of us making a donation especially a financial contribution should be considered unlikely. We do although offer wholesale pricing and will be glad to sell you product at our wholesale rate for your event.*

*If you are a PAID CONTRACTOR/HIRED VENDOR for a charity event: I.E. CATERING and you are being paid for your services and products and are attempting to get your food/produce donated to your company fronting as the charity itself you will not receive any consideration. We will contact the event coordinator to assure this situation is not occurring. Thank you!*