



DONATION REQUEST FORM

- Requests must be submitted 90 days prior to your event for review and approval.
- Applicants must be a current 501 (c) organization to be eligible for consideration.
- Please submit by e-mailing form to Shantel@arthurscatering.com or mail to: 860 Sunshine Lane, Altamonte Springs, FL 32714

ORGANIZATION INFORMATION

Name of Organization _____ EIN/Tax ID # _____
 Address _____ 501 (c) Status _____
 City, State, Zip _____ Website _____
 Contact _____ Cell _____ E-mail _____
 Has organization received Arthur's donation before? _____ If yes, briefly describe _____

 Are you or the organization an Arthur's client? _____ If yes, who is your event designer? _____

EVENT INFORMATION

Event Name _____ Date and Time _____
 Locations of event _____ Event Website _____
 Purpose of event _____
 How will funds raised be used? _____
 Short description of event details _____

Request Type: Auction GC _____ Food Donation _____ Event Sponsorship/In-kind _____
 If food, please list all food requests _____

If applicable, please attach your organization's donation request form. _____

Signature of applicant _____ Date _____
 By signing this form, I verify that my organization has 501 (c) non-profit organization status.

Thank you for considering us as a possible sponsor for your event. Friends and clients of Arthur's will receive precedence. Although we will not be able to accommodate all requests, please know that we genuinely care and carefully consider all incoming applications.

FOR ARTHUR'S CATERING USE ONLY

Date received _____ Donation Awarded _____
 Certificate # _____ Value _____
 Notes _____