



### DONATION REQUEST FORM

**Please complete all sections of the form. Incomplete submissions may not be considered.**  
As the Italian Centre Shop Ltd. receives far more requests than we are able to fulfill, we are often forced to make very difficult decisions with regard to our selection process and cannot accommodate all requests.

Name of Charity/ Organization: \_\_\_\_\_

Charitable Organization Registration # \_\_\_\_\_

Name of Company organizing the Event (if different from above): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position within Organization: \_\_\_\_\_

Contact Phone (Daytime): (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Website: \_\_\_\_\_

Nature of Organization: \_\_\_\_\_

#### Event Details

Name of the Event: \_\_\_\_\_

Date (Day/Month/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Location: \_\_\_\_\_

Short Description of Event: \_\_\_\_\_

Is this an annual Event?                      No                      Yes- # of years \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Any available demographic information about the attendees: \_\_\_\_\_

Is there a charge for people to attend?    No                      Yes- Price \$ \_\_\_\_\_

Will there be media coverage or sponsorship?    No                      Yes- Please list:

a) Radio \_\_\_\_\_ b) Print \_\_\_\_\_

c) Television \_\_\_\_\_ d) Web \_\_\_\_\_

Will the Italian Centre Shop Ltd. be recognized in any printed materials (event programmes, advertising, etc)? Please list.

#### Donation Items Requested:

\_\_\_\_\_

\_\_\_\_\_

*Italian Centre*



*Shop Ltd.*

Is a tax receipt available?

Yes

No

Briefly describe how the donation will be used (use of funds or items).

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- All requests must be received in writing at least 30 days in advance of the event.
- Preference may be given to Non-profit Organizations