



# INTERSTATE SPECIAL EVENTS

## **APPLICATION FOR DONATION / DISCOUNT**

Please find attached Interstate Special Events' donation/discount application. All applications must be submitted a minimum of 8 weeks prior to your event date to be properly reviewed and appear on our agenda. We understand your commitment and dedication to your organization and in order to give your request the in-depth review that it deserves, we must require this lead-time for adequate study. Our Donation Committee will consider your application and you will receive a written decision within four weeks of being submitted.

Our donation / discount request form is brief and specific; please fill it out completely so that pertinent information needed is readily accessible. Please include any literature that you may want us to review and/or a brief cover letter highlighting your intentions and/or goals.

Please print or type the application. Be sure to sign the application at the bottom. Since contributions / discounts cannot be guaranteed from year to year, organizations must resubmit the application with each new request. Due to the high volume of requests that we receive this procedure is the most expedient way for you to present your request and have it properly reviewed. This program is part of our yearly marketing and advertising budget. As such, we have reasonable expectations that any approved donations will afford us opportunities to develop future business with either attendees or supporters of your event. Any assurances that you can provide this opportunity to us will enhance our consideration of your request.

Please mail your completed application to the address below. Verbal requests or faxed applicants will not be considered.

If you need assistance in completing this form, please call 503.285.6685.



# INTERSTATE SPECIAL EVENTS

## GENERAL INFORMATION

Today's Date: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Organization Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

## THE EVENT

Name of Event: \_\_\_\_\_  
Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Est. # of Attendees: \_\_\_\_\_  
Location: \_\_\_\_\_  
Annual Event? \_\_\_\_\_ Since What Year? \_\_\_\_\_  
How do you intend to promote the Event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## THE DONATION

What type of donation / discount is requested? Donation of equipment? \_\_\_\_\_ Or Discount? \_\_\_\_\_  
Type of equipment needed and quantities requesting? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will Interstate Special Events be promoted if a donation or discount is provided? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In exchange for any approved donation or discount, would your organization be willing to do any of the following:

- \_\_\_\_ Provide Interstate Special Events a sponsorship equal to the value of the donation?
- \_\_\_\_ Provide Interstate Special Events a table or attendee tickets equal to the value of the donation?
- \_\_\_\_ Provide Interstate Special Events the attendee list with contact information?
- \_\_\_\_ Recognize Interstate Special Events from the podium during your event?
- \_\_\_\_ Submit press releases recognizing Interstate Special Events support of your event?



# INTERSTATE SPECIAL EVENTS

Who is your major or presenting sponsor? \_\_\_\_\_

Please list up to 3 other sponsors, and type or amount of their donation / discount:

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_

What was the date of your organizations last requested a donation / discount from Interstate Special Events? \_\_\_\_\_

Was the request granted? \_\_\_\_\_ If yes, what amount? \_\_\_\_\_

### **YOUR ORGANIZATION**

Is the organization Tax Exempt under **IRS Code Section 501(c)3**? \_\_\_\_\_

**PLEASE ENCLOSE A COPY OF YOUR ORGANIZATION'S IRS LETTER STATING THE TAX EXEMPT 501 STATUS**

Non-profit Taxpayer's I.D. Number? \_\_\_\_\_

Legal Name of Organization: \_\_\_\_\_

What rental company(s) does the organization currently use? \_\_\_\_\_

What is the mission statement, or purpose, of the organization? \_\_\_\_\_

\_\_\_\_\_

Does the organization primarily serve a particular ethnic, religious, or age group; or any other group with a "common bond" (i.e. families with preschool children, etc.)? If so, what group(s)? \_\_\_\_\_

\_\_\_\_\_

What percentage of each of the following groups does the organization serve?

\_\_\_\_\_ % low-income      \_\_\_\_\_ % moderate-income      \_\_\_\_\_ % middle & upper income families

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Applicant