

Donation Request Form

Thank you for thinking of 'Wichcraft as a charitable resource for your event. While we consider each request we receive, due to the high volume of inquiries we are limited in the number of causes that we can participate in or contribute to. In order to best direct our resources, please share the following information with us.

Name: _____

Today's date: _____

Phone: _____

Email: _____

Your organization

1. Organization name: _____
 - a. Is your organization tax exempt? YES NO If yes, please include a copy of the tax-exempt certificate.
2. Please provide a brief description of your organization and website address if available.
3. Has your organization received a donation from 'wichcraft in the past? YES NO If so, when? _____
4. Who is your organization's executive director? _____

The donation

1. Please describe the event at which the donation will be used:
2. What type of donation are you requesting and how will it be used?
3. If requesting a catering or food donation:
 - a. For how many people?
 - b. What type of menu item?
4. Please describe all opportunities for donor recognition.

Relationship

Why do you think 'wichcraft and your organization are a good fit?

Scheduling

1. Date of the event: _____
2. When is the donation needed, if different than above? _____
3. At what time is the donation requested? ____ : ____ AM / PM
4. Is it a pick-up or delivery? _____
5. Where is the event being held? _____

Instructions

Please return this form at least eight weeks prior to the event to guestservice@wichcraft.com or fax to 212.533.2799. If you have not received a response within two weeks, please call us at 212.780.0577.

For 'Wichcraft use

Date rec'd:

Date of reply:

Charge to which location or division:

Approved or declined:

Decision made by: