



## Donation Request Form

Event Information	
Date	
Location	
Time	
Is this a one time or annual event/sponsorship?	
Organization Information	
Organization Name	
Organization Address	
Website	
Tax Exempt Code	
Our organization requires a receipt. Are you able to provide that?	
Is this organization located in or does it serve the Needham area?	
Primary Contact	
Contact Name	
Contact Email	
Donation Request Details	

Please describe your event/organization and include goals/purpose	
Donation Amount Requested	
Please describe expected attendees and/or participants	
How will this event or sponsorship be promoted?	
Please list other sponsors and explain their level of involvement	
Additional Comments	