

## Donation Request Form

KC Wineworks is a small, family-owned winery that is committed to giving back to the community we serve. However, due to the large number of donation requests we receive, we are not able to commit to every request. The winery has chosen to focus its efforts on local charitable fundraisers. Thank you for considering KC Wineworks for participation in your upcoming fundraising event. We wish you the best of luck in your efforts.

EVENT DATE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

HOSTING ORGANIZATION:

\_\_\_\_\_

501 (C) 3 Tax ID Number: \_\_\_\_\_

CONTACT PERSON:

\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES:

\_\_\_\_\_

EVENT DESCRIPTION (the cause, who benefits, etc...):

\_\_\_\_\_

\_\_\_\_\_

DONATION TO BE USED IN (silent auction, live auction, raffles, etc...):

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HOW WILL YOUR ORGANIZATION PROMOTE THIS EVENT?

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HOW WILL KC WINEWORKS BE RECOGNIZED FOR THIS DONATION?

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LET US KNOW WHAT DOCUMENTS WILL BE REQUIRED (history, winery information, logo etc. & file types):

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Please return the completed form and any additional information about the fundraiser (i.e. flyer, letter, etc...) by Email: [donations@kcwineworks.com](mailto:donations@kcwineworks.com)

Due to the large volume of donation requests received it's not possible to respond with follow-up correspondence. *We will contact you if we are able to fill your donation request.*

OFFICE USE ONLY	
DATE RECEIVED: _____	DONATION REQUEST FILLED: YES NO
DONATED ITEM (certificate(s) ): _____	
<i>(Complete an itemized list of donation and attach to this form)</i>	
DONATION VALUE: _____	DATE CALLED & INITIALS: _____
PRERARED BY: _____	

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