



# Donation Request Form

Today's Date: \_\_/\_\_/\_\_\_\_

Thank you for inviting us to work with your organization. Because we have so many requests and a limited donation budget, requests are now reviewed by our staff to determine our ability to participate. Our availability to participate is based on our donation budget, the items requested and the time of year. We are not able to make monetary donations.

All requests must be made **14 days in advance.**

Items must be picked up from our warehouse the day prior to the event and returned the business day immediately after the event.

All About Events will not be able to deliver items other than tents, staging, dance floors, and farm tables. When those items are required, delivery is only available Monday - Friday from 8 am-5 pm.

Please return the form to [Angela@allabouteventsjax.com](mailto:Angela@allabouteventsjax.com)

If your donation is approved, a member of our team will contact you via e-mail to inform you of the decision and the next steps.

For all donations that are approved, we will require:

- Our name and logo be featured on all printed materials for the event and those must be submitted to AAE 7 days prior to the event
- Credit card information to cover potential late fees, damages, etc.
- Receipt for amount of donation

Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, St, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Request: \_\_\_\_\_

Date of Event: \_\_/\_\_/\_\_\_\_

Start: \_\_\_\_\_

End: \_\_\_\_\_

For use by All About Events:

Date Received: \_\_\_/\_\_\_/\_\_\_ Approved By: \_\_\_\_\_ Value: \_\_\_\_\_

All About Events – Jacksonville

4556 St. Augustine Rd. Jacksonville, FL, 32207 / (904)-379-6822

Fax: (904)-352-2372 / [info@allabouteventsjax.com](mailto:info@allabouteventsjax.com)