

105 Lexington Road, Unit 9 Waterloo, ON N2J 4R7 Telephone: 519-954-7877

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## **Request for Donations**

Name of Event :
Brief description of why you are requesting a donation and how it will be used (e.g. raffle, silent auction, give-away, prize, award):
Today's Date:
Date of event (if applicable):
What is being requested from Fenigo:
Will a tax receipt be provided? (Please circle.) Yes No
You will include / recognize Fenigo in your event through:
distribution of brochures, flyers or business cards (Please tell us how many:)
hanging Fenigo posters (Please tell us how many:)
signage at the event (e.g. list of sponsors)
inclusion in newsletters or notices about the event
announcements at the event
mention in Press Releases
other (please specify):
Name of Organization:
Address:
Contact Person:
Contact Email:
Contact Phone:
Please email, mail or drop off your request at our store .
Donation requests must be received at least 30 days in advance of the event.