



DONATION REQUEST FORM

Thank you for considering working with PromoWest for you upcoming charitable event. We do our best to accommodate local charity events, auctions and fundraisers. As an independently owned and operated company, we take pride in our community and make it a priority to support our city's organizations. Although we get more requests than could possibly be fulfilled, we can guarantee your request will be genuinely considered.

Due to the large number of requests we receive, we will only be able to assist with organizations that adhere to the following guidelines:

- Only non-profit 501(c)(3) organizations in Ohio or Pennsylvania will be considered
- No third party requests will be accepted
- Requests must be received no later than eight (8) weeks prior to the deadline for donation
- Late or incomplete submissions will not be accepted

Sincerely,

PromoWest Productions

ORGANIZATION INFORMATION		
Organization:		
501 (c) (3) Tax ID:		
Street:		
City:	State:	ZIP Code:
Phone:	Email:	
REQUESTER CONTACT INFORMATION		
First Name:	Last Name:	
Email Address:		
Phone:	Cell Phone:	
Title/Relationship to Organization:		
EVENT INFORMATION		
Event Name:		
Event Date:	Event Location:	
Event Description:		
Number of Guests:		Demographic of Guests:
Event Sponsors (if any):		
Referred by (PromoWest associate, if applicable):		
DELIVERY INFORMATION		
Are you able to pick up your donation at either the LC Pavilion in Columbus or Stage AE in Pittsburgh?		
Mailing Address:		
MARKET INFORMATION		
Which market are you requesting tickets for (Columbus/Pittsburgh):		
DONATION INFORMATION (OTHER)		
Please Explain:		