

# Charity Request Form



Today's Date \_\_\_\_\_ Desired Event Date \_\_\_\_\_

Client Name \_\_\_\_\_ Title(Position): \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Website \_\_\_\_\_

Is this request being made on behalf of a 501(c)3 nonprofit organization? Yes or No

## Event Details:

Estimated Number of Guests \_\_\_\_\_ Event Type \_\_\_\_\_

### Preferred Location:

- The Barn/The Pond
- Great Room and Courtyard,
- Sage Chapel
- Salle de David & Jardin

Will this be a ticketed event? Yes or No      Average Ticket Price \_\_\_\_\_

Do you wish to serve alcohol at your event? Yes or No

Will it be an Open or Cash Bar? \_\_\_\_\_

What percentage of Under Age Guest will be in attendance? \_\_\_\_\_

Will you be having an auction or silent auction? Yes or No

What kinds of goods and services are you requesting from Eberley Brooks Events?

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## About your Organization:

Briefly describe the mission of your organization:

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What are the greatest annual needs for the organization?

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Have you held this event in the past? If so, Where? \_\_\_\_\_

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Do you have an amount budgeted for the venue for this event? If so, what does that include? \_\_\_\_\_

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Do you have an amount budgeted for decorations? If so, what does that include? \_\_\_\_\_

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What percentage of the money raised will go back to the recipients of the charity?

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Is there any other information you would like to share with us? \_\_\_\_\_

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