

Completion of this form is a request only and does not guarantee a donation.

Requests must be submitted 90 days prior to event.

Donation requests will not be considered unless accompanied with a completed donation request form.

**Failure to complete this form in its entirety will disqualify consideration of your request.**

Date of Request:

Event Date:

Name of Requesting Organization:

How many years has the organization been in business?

Type:  Business  Charity  Church  Civic  School  Other

Tax Exempt 501(c)(3) Number:

Address

City

State

Zip

Website:

Contact Name Contact position at the organization:

Phone:

Email:

Please provide a detailed description of the organization including mission statement, background statement, and area(s) served.

How is your organization funded?

Describe in detail any relationships (including but not limited to contracts, sponsorships, overlapping directors or overlapping officers) with any other organizations receiving funds from your organization. Explain how your organization works with other non-profit organizations in any overlapping functions to reduce overhead.

Please provide documentation that your charitable organization is registered with the Office of the Attorney General or similar organization with your State.

Please provide a copy of your organizations most recent 990 form. In lieu of a 990 form, a balance sheet detailing revenue, expenses, and Net Assets or Fund Balance at the end of year will also be accepted.

**EVENT INFORMATION:**

Event Name

Please provide a detailed description of event.

How many times has this event taken place? If applicable, when was the date of the last event?

If previously run what was the net profit to the organization from the event?

What will the requested donation item (s) be used for? (i.e. silent auction, live auction, door prize, sale, pouring, etc)

What is the event Ticket Price?

What type and number of audience is expected?

Will a list of attendees with email and postal mail addresses be provided to EIEIO & Company?

Will there be any mention of EIEIO & Company in program/signage/advertising (please specify)?

Describe in detail your quality control program that will ensure that donated wine will be properly maintained (temperature, humidity, transportation) from the time of receipt until it is sold, auctioned and/or served at the event.

If wine is to be served, please indicate the type, model and manufacturer of the glassware that will be used. Please indicate the qualifications and relevant experience of those charged with opening, decanting and serving the wine.

Please provide OLCC, (or your applicable state agency), permits for the event and for the individual dispensing wine and other alcoholic beverages at the event if applicable.

Provide a copy of your liability insurance policy indicating coverages.

Provide a release to EIEIO of any potential liability associated with damages and injuries that may result from transporting, serving, and consuming said wine, including any drunken or impaired actions that may be undertaken by those consuming the wine, including operation of a motor vehicle.

**By completing and submitting this Donation Request Form you authorize EIEIO & Company, its employees, officers, agents, and designees to contact third parties and to confirm the information provided by these third party sources.**

Please return completed form and donation request letter with all required information by mail or by email to:

EIEIO & Company

PO Box 490

Carlton, OR 97111

[info@onhisfarm.com](mailto:info@onhisfarm.com)

