



# DONATION REQUEST FORM

We review donation requests once a week. Processing may take up to 14 business days. While we do our best, donations requests are not guaranteed and are handled in the order they are received. Please submit your request at least 4 weeks before your event to [donations@fmberlin.com](mailto:donations@fmberlin.com)

## Name of Organization

## Physical Address of Organization

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code: \_\_\_\_\_

## Mailing Address (if different)

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code: \_\_\_\_\_

## Contact Information

Full Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## Event Information

Event Name \_\_\_\_\_

Date of Event \_\_\_\_\_

Location \_\_\_\_\_

## Description of Event

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Donation Information

Donation Request \_\_\_\_\_

Donation Deadline \_\_\_\_\_

How will the donation be used? \_\_\_\_\_

What recognition and/or benefit will FMB receive as a sponsor? \_\_\_\_\_

## Frequency of Donation

- One-time
- Monthly
- Quarterly
- Annually