

### Donation Request Form

Thank you for contacting FLEXX Productions for your next event’s rental needs! Giving back to our clients and our community is an important part of our mission, and we appreciate your interest. To be considered for either a donation of rental items or discounted rental rates, please take the time to fill out our donation request form.

*We ask that all donation requests be submitted a minimum of four weeks prior to your event.*

Once completed, you may send the form via email to [info@flexxproductions.com](mailto:info@flexxproductions.com) or you may fax it to (970) 226-0528. Completion of this form does not guarantee a donation.

Organization Name: \_\_\_\_\_  
 Organization Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Tax Exempt Number: \_\_\_\_\_ *(Please include documentation)*  
 Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Event Name: \_\_\_\_\_ Event Date/Time: \_\_\_\_\_  
 Event Location: \_\_\_\_\_  
 Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List the rental items are you in need of:

Item(s)	Quantity	Item(s)	Quantity

Additional information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What type of recognition do your donors receive (logo advertisement, verbal, etc.)? \_\_\_\_\_  
 \_\_\_\_\_

*Please attach any additional information, event flyers, or sponsorship opportunities, if applicable.*