OLIVE
MARKETPLACE & CAFÉ

DONATION REQUEST FORM

- This form may be completed online and printed for mail or fax. This form cannot be submitted online.
- Requests should be submitted at least 4-6 weeks in advance of an event to allow time for review.
- Please refer to our website for donation guidelines: *www.olivemarketplaceandcafe.com*
- Due to the large number of requests, Olive Marketplace and Cafe is unable to guarantee a response to all donation requests. No phone calls please.

Today's Date: _____

ORGANIZATION INFORMATION

Name of Organization _____ EIN/Tax ID# _____ 501(c)3 Status _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Organization Website _____ Contact Email Address _____

Name of Contact _____ Title or Relationship to Organization _____ Contact Phone (if different) _____

Has this organization received an Olive Marketplace and Cafe donation in the past? Yes No

If Yes, when? _____

EVENT INFORMATION

Event Name _____ Date, Time and Place of Event _____

Purpose of the Event _____

How will monies raised be used? _____

Area/Community the event will serve _____ Expected Number of Attendance _____ Request Deadline _____

Mail or fax this completed form: Olive Marketplace and Cafe
Attn: Donation
21 East Main St.
Walla Walla, WA 99362

Fax: 509-526-0211

FOR OLIVE USE ONLY

Date Received _____ Donation _____ Notes _____

Status _____ GC# _____ _____

Authorized By _____ Delivered _____ _____