



DONATION/SPONSORSHIP REQUEST FORM

ALL DONATION/SPONSORSHIPS REQUESTS MUST BE COMPLETED IN FULL BEFORE THE REQUEST IS CONSIDERED. BECAUSE OF THE NUMBER OF REQUESTS WE RECEIVE, IT TAKES **APPROXIMATELY FOUR (4) WEEKS TO PROCESS EACH REQUEST.** IF IT IS AN EMERGENCY SITUATION WE WILL DO OUR BEST TO PROCESS THE REQUEST AS SOON AS POSSIBLE. ALL DONATIONS ARE IN THE FORM OF PRODUCT ONLY. *PLEASE NOTE RECIPIANT IS RESPONSIBLE FOR ARRANGING PICK UP OF PRODUCT.*

PLEASE PRINT LEGIBLY

NAME OR GROUP OR ORGANIZATION: _____

KEY CONTACT NAME: _____ DAY PHONE: _____

ADDRESS: _____

LOCATION & DATE OF THE EVENT: _____

SPECIFIC REQUEST OF DONATION: _____

BRIEF DESCRIPTION OF THE EVENT: _____

PRINCIPAL BENEFICIARIES (INCLUDE LOCATION & NATURE OF SERVICE): _____

IS THE PRODUCT BEING SOLD OR GIVEN AWAY: _____

APPROXIMATE NUMBER OF ATTENDEES EXPECTED?: _____

IF EARTH₂O IS ABLE TO GRANT PART OR ALL OF YOUR REQUEST, WHAT KIND OF RECOGNITION WOULD BE PROVIDED? (IE. MEDIA RECOGNITION SHOWING EARTH₂O AS A SPONSOR, BANNERS, OUR LOGO IN PRINT ADS, ETC.): _____

CURRENT PACKAGE WATER SOLD OR USED AT ESTABLISHMENT _____

CURRENT 5-GALLON SERVICE USED BY ESTABLISHMENT _____

WE WILL DO EVERY EFFORT TO ASSIST YOUR ORGANIZATION. WE DO HOWEVER HAVE A BUDGETED AMOUNT THAT WE CAN AFFORD TO DONATE ON AN ANNUAL BASIS. THE MORE ADVANCED NOTICE THAT WE ARE GIVEN FOR THE REQUEST WILL INCREASE OUR ABILITY AT BEING ABLE TO FULLFILL THE REQUEST. OUR FISCAL REVIEW IS NOVEMBER FOR THE FOLLOWING YEAR.