



DONATION REQUEST FORM

Thank you for your interest in The Steven Kent Winery as a sponsor or donor. We receive a large amount of requests and take the time to review each one.

Donation Guidelines:

You **MUST** be a registered 501 (c) 3 nonprofit organization

Only one request per event/organization will be considered

Your request must be submitted at least 30 days before the event date

Donation Request Form plus a formal letter from your organization must be submitted for consideration

Please send your Donation Request Form and Formal Letter either by mail, fax, or scan/email;

The Steven Kent Winery

Attn: Donation Coordinator

5443 Tesla Road

Livermore Valley, CA 94550

Fax (925) 373-6324

winesales@stevenkent.com

You will be contacted by our Donation Coordinator within 14 business days of receipt if your donation request is approved. Please be sure to fill in all fields below for consideration. Incomplete forms will not be processed and not every request is approved.

ORGANIZATION INFORMATION:

Tax ID Number (Must have 501(c)3 Status): _____

Organization Name: _____

Address: _____

City, State, Zip _____

Organization Website: _____

Contact Name: _____ Contact Phone Number: _____

Contact Email: _____

Please provide a brief description of your organizations purpose and who it benefits:

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EVENT INFORMATION:

Event Name: _____ Event Date: _____

Location: _____

Expected Number of Attendees: _____

Event Type: Auction _____ Dinner _____ Raffle _____ Other: _____

Please specify your donation request (in-kind donations only):

Please briefly describe how Steven Kent Winery will be recognized for this donation:

For Office Use Only:

Date Received: _____ Date Reviewed: _____

Donation: _____ Pick up Date/Instructions: _____

Special Notes: