



Donation Request Form:

Date of request - _____

Date of event - _____

Deadline - _____ When do you need information?

Palmer's Restaurant actively supports the charities that are important to our community and our guests. Our effort is to support organizations that offer broad community impact. However, due to the volume of requests and budgetary constraints, we are not able to meet all requests.

Please complete the following form and return it via one of the following - Attn: Donations
MAIL - 218 Moore St., EMAIL - monte@palmerstexas.com, Hand Delivery

Name of Event: _____

Expected Guest count: _____

Event Organization: _____

Description of Event: _____

Contact Name: _____ Position : _____

Contact - E-Mail : _____ Phone # : _____

Event Website: _____

Recipients 501(C3) tax ID number: _____ Please provide a copy

Recipient Agency Purpose or Mission Statement:

Donation item request -

How did you hear about us? _____

Who will benefit from this event: _____

What form of advertising should Palmers expect for this donation?

Please Provide any additional details:

Please Note: We review donation requests on a weekly basis and attempt to respond to all requests within two weeks. Confirmation of donations will be sent via e-mail. Requests that we cannot meet will receive a letter of declination via email. Due to the volume of requests we receive, we are not able to consider any requests sent with fewer than 4 weeks notice.

Office use only -

Review date: _____ Review Mgr: _____

Quarterly budget: _____ Budget remaining: _____ Approved ? : _____