

## Lucy Couture Boutique Donation Request Form

In order to help us expedite your donation procedure, please complete this form in its entirety no sooner than 30 days before you event. In addition, a descriptive letter written on official letterhead of the organization must accompany this form.

Mail To: Lucy Couture Boutique  
19 W North St  
Greenfield, IN 46140

Name of your organization: \_\_\_\_\_

Summarize the focus of your organization (i.e. shelter, school, healthcare):  
\_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Non-profit ID #: \_\_\_\_\_

What is the date of your event? \_\_\_\_\_

What type of event will you be hosting? \_\_\_\_\_

What kind of attendance do you anticipate for your event?  
\_\_\_\_\_

What type of advertising are you planning to promote this event?  
\_\_\_\_\_

What type of donation are you requesting?  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*FOR INTERNAL USE ONLY:*

*Donation given:* \_\_\_\_\_ *Value:* \_\_\_\_\_

*Date given:* \_\_\_\_\_

*Processed by:* \_\_\_\_\_

*Comments:* \_\_\_\_\_  
\_\_\_\_\_