



Donation Request Form

Thank you for considering us for your event! To help us expedite your donation request, **please complete this form in its entirety.** In addition, a descriptive letter written on official letterhead of the organization must accompany this form. *Please note we receive hundreds of donation requests and unfortunately cannot donate to all.*

Mail Completed Form To:
Looking Glass Gifts & Gallery
RE: Donation Request
2140 Front Street
Cuyahoga Falls, OH 44221

Email Completed Form To:
info@lookingglassgiftsandgallery.com

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? (Gift Card / Item/ Service)

Additional Comments: _____

Signature: _____ Date: _____

FOR INTERNAL USE ONLY:

Donation given: _____ Value: _____

Date given: _____

Processed by: _____