

**HOT CHOCOLATES
REQUEST FOR DONATION**

Name of organization: _____

Name of contact individual _____

Contact telephone number _____

Email address _____

Details of event _____

Date of Event

Requested Item(s)

How will Hot Chocolates be recognized for donation? (mention at event, print material, newspaper, etc.)

This section is to be filled in by Hot Chocolates:

Request received on

_____ by _____

Request approved by _____ Order placed _____

Individual/Organization notified of decision and pick up date
