



NOEL LESLEY

APPLICATION FOR DONATION/DISCOUNT

Please find attached Noel Lesley Event Services, Inc.'s donation/discount application. All applications must be submitted a minimum of 8 weeks prior to your event date to be properly reviewed and appear on our agenda. We understand your commitment and dedication to your organization and in order to give your request the in-depth review that it deserves, we must require this lead-time for adequate study. Our team will consider your application and you will receive a decision within four weeks of being submitted.

Our donation/discount request form is brief and specific; please fill it out completely so that pertinent information needed is readily accessible. Please include any literature that you may want us to review and/or a brief cover letter highlighting your intentions and/or goals. Please provide a description of your sponsorship tiers and associated costs and benefits.

Please print or type the application. Be sure to sign the application at the bottom. Since contributions/discounts cannot be guaranteed from year to year, organizations must resubmit the application with each new request. Due to the high volume of requests we receive this procedure is the most expedient way for you to present your request and have it properly reviewed. This program is part of our yearly marketing and advertising budget. As such, we have reasonable expectations that any approved donations will afford us opportunities to develop future business with either attendees or supporters of your event. Any assurances that you can provide this opportunity to us will enhance our consideration of your request.

Please mail your completed application to the address below. Verbal requests or faxed applicants will not be considered.

If you need assistance in completing this form, please call 541.482.1982. Email your form pages to lisag@noellesley.com.

www.noellesley.com

PO Box 360
Phoenix, OR 97535

541.482.1982



NOEL LESLEY

GENERAL INFORMATION

Today's Date: _____
 Name of Organization: _____
 Address: _____
 City: _____ Country: _____ State: _____ Zip: _____
 Organization Phone Number: _____
 Contact Person: _____ Phone: _____

THE EVENT

Name of Event: _____
 Date(s): _____ Time: _____ Est. #/Attendees: _____
 Location: _____
 Annual Event? _____ Since What Year? _____
 How do you intend to promote the Event? _____

THE DONATION

What type of donation/discount is requested? Equipment donation? _____ Or discount? _____
 Type of equipment needed or quantities requested? _____

 How will Noel Lesley be promoted if a donation or discount is provided? _____

In exchange for any approved donation or discount, would your organization be willing to do any of the following?

- _____ Provide Noel Lesley a sponsorship equal to the value of the donation? Approximate value: \$ _____
- _____ Provide Noel Lesley a table or attendee tickets equal to the value of the donation? Approximate value \$ _____
- _____ Provide Noel Lesley the attendee list with contact information? Approximate value \$ _____
- _____ Recognize Noel Lesley Event Services from the podium during the event? Approximate value: \$ _____
- _____ Submit press releases recognizing Noel Lesley Event Services' support of your event? Approximate value: \$ _____



NOEL LESLEY

Who is your major or presenting sponsor? _____

Please list up to 3 other sponsors, and type or amount of their donation/discount:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

What was the date of your organizations last requested donation/discount from Noel Lesley Event Services? _____

Was the request granted? _____ If yes, at what amount? _____

YOUR ORGANIZATION

Is the organization Tax-Exempt under IRS Code Section 501©3? _____
PLEASE ENCLOSE A COPY OF YOUR ORGANIZATION'S IRS LETTER STATING THE TAX-EXEMPT STATUS

Non-profit Taxpayer's I.D. Number? _____

Legal Name of Organization: _____

What rental company(ies) does the organization currently use? _____

What is the mission statement, or purpose, of this organization? _____

Does the organization primarily serve a particular ethnic, religious, or age group; or any other group with a "common bond" (ie families with preschool children, etc.)? If so, what group(s)? _____

What percentage of each of the following groups does the organization serve?
_____ % low-income _____ % moderate-income _____ % middle- & upper-income families

Signature of Applicant

Date

Print name of Applicant