



Friends of
A 501(c)(3) charitable organization

Horseshoe Park
P.O. Box 1062 | Queen Creek, AZ 85142
www.FriendsOfHorseshoePark.org

doing business as
ROOTS N' BOOTS
Queen Creek
More than a rodeo!



Giveaway Donation Request Form

This form is used by a RnB Honcho to request Giveaway items for their area of responsibility. The Sponsor Team will then attempt to acquire the requested articles by the deadline date, and may follow up with the Honcho during that process. The information provided will also help the Sponsor Team explain to sponsors how their donation helped Roots N' Boots Queen Creek. (NOTE: there are no right or wrong answers)

Event/Area Name: _____

Today's Date _____

Honcho: _____

Co-Chair _____

Event Date(s): _____

Deadline: _____

1) Will SPONSOR/Donator be advertised by:

- a. Verbal announcements at the event yes/no
 - i. If yes, describe
- b. Written listing of donator with item at the event (such as the plastic table tent with item info and donator) yes/no
 - i. If yes, describe
- c. Advertised prior to event on flyer yes/no
 - i. If yes, describe
- d. Advertised prior to event on website yes/no

- 2) How will donations be used at the event (silent auction, raffle, prizes, etc):
- 3) Will donations increase income at the event? Yes/no
 - a. If yes, describe and provide estimated \$
- 4) Will donations defray any budget expenses (for example, if prizes replace need for budget for prizes) yes/no
 - a. If yes, describe
- 5) Do you anticipate donations increase attendance at the event? Yes/No
 - a. If yes, describe
- 6) Do you anticipate donations increase the experience of the attendees at the event? Yes/No
 - a. If yes, describe
- 7) What is the minimum number of items (groups of items) you would like:
- 8) What is the maximum number of items (groups of items) you would like:
- 9) Are there any specific requests – include requested \$\$ amount, easily mailed, prefer gift cards, prefer tangible items, branded items, etc.:

10) Donators name must be either verbally announced or in written form. Care must be taken not to just announce the item donated, as a sponsor may donate something from another store or business. Donator names must be read or listed in their entirety, not shortened to make it easier to say/take less room on paperwork. Signature on this form signifies that this is understood and will be managed for this event.

Forms will be reviewed/responded to within 30 days of receipt, advising if any questions and if your request can/will be filled by donations.

Other notes: