

DONATION REQUEST FORM**REQUESTER INFO**

Requester Name (First, Last)

Title/Affiliation

Email

Phone Number

NON-PROFIT'S INFO

Organization's Name

Zip Code

Address

City

State

Note: You will need to send us your IRS 501(c)(3) Determination letter in one of the following formats: PDF, JPG, or PNG. Max File Size is 5 MB.

EVENT INFO

Event Name

Event Date (MM/DD/YYYY)

Request needs to be at least 120 days in advance.

Event Start Time

Event End Time

Will you be selling tickets to this event?

 Yes No

Number of Guests Expected

Event Website (Please start with "http://")

Event and Organization Description

Please send us any Invitations/Flyers/Other promotional material for the event in one of the following formats: PDF, JPG, or PNG. Max File Size is 5 MB.

DONATION REQUEST FORM**VENUE INFO**

Venue Name

Zip Code

Address

City

State

REQUEST INFO

Date Wine is Needed By (MM/DD/YYYY)

Can you pick up in Portland, OR?

Yes

No, Delivery Arrangements Needed

Request Type Please select all that apply

Silent Auction Item

Cases of Wine: 4 Case Maximum (to be poured by your event staff)

Other

If Other, please describe:

Wine Requested

DONOR ACKNOWLEDGEMENT

If relevant, please list possible donor recognition that might include: use of our logo, media coverage, printed invitations, program advertisement, display, or other means of acknowledgement.

Deadline for art or graphics to be provided from us (MM/DD/YYYY)

Min File Size (MB)

E-Mail Address to Send File(s)

Art File Type(s) Requested