



**WILLIAMSTON
THEATRE**

Thank you for thinking of the Williamston Theatre in your search for support for your organization. Due to the large number of requests that we receive, we ask that you please complete and return this form 30 days prior to your event. The Williamston Theatre can only donate to non-profit (501c3) organizations. Donations are limited to two per year, per organization. In order for your organization to receive a donation, we must have this completed form.

Mail to:
Donation Manager
Williamston Theatre
122 S Putnam Street
Williamston, MI 48895

Fax to:
517-655-1112

DATE OF EVENT: _____ Today's Date: _____

Contact Person: _____ Contact Phone: _____

Organization: _____ Email: _____

Address: _____

Is it a 501c3? Yes No Tax ID Number: _____

What is the event for which the donation will be used?

How will the donation be used? (auction, raffle, door prize, etc.)

How many people will be at the event? _____

Is the event within 30 miles of Williamston? Yes No

Is there an opportunity to display marketing materials from the Williamston Theatre (logo, brochures, etc.)?
 Yes No

Date donation is needed: _____

Will a member of your organization pick up the donation, or should it be mailed to the address above?

Comments:

Internal Use

Date received: _____ Approved Declined

Item: _____ Value: _____