



Request for Donation / Advertising

Thank you for thinking of Oviedo Florist for your upcoming activity. Each year the requests we receive far exceed our donation / advertising budget. We want to be as supportive of our community as possible, therefore we ask you to submit the following form for our consideration. Please know that this form has NOT been designed to deter requests for donations, rather it is a means of equalizing and more fairly dividing the amount we are able to allow for such purposes.

PLEASE NOTE: Requests must be made 30 days in Advance to be considered

ADDITIONAL NOTE: Your Request must be hand delivered to the shop so we may meet you

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Are you a 501c3 organization? \_\_\_\_\_ Please attach a copy of your IRS Ruling Letter for our records.

Is this a not for profit Organization? \_\_\_ What is your nine digit Federal ID #? \_\_\_\_\_

Are you / Your organization a customer of Oviedo Florist? \_\_\_\_\_

Date of last Purchase: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_ Time: \_\_\_\_\_

How many people will be attending this event? \_\_\_\_\_

What are you requesting from us? **Please be as specific as possible:** (Attach additional information if necessary) \_\_\_\_\_

Is there to be any media coverage of event? \_\_\_\_\_

What will be the exposure and/or promotion for Oviedo Florist? Please be specific; e.g. brochure listing or ad, radio commercial, etc (attach as necessary). \_\_\_\_\_

How will the money raised be used? \_\_\_\_\_

What else is being donated for this event? By whom? \_\_\_\_\_

Is there a florist member of your organization? \_\_\_\_\_

Has Oviedo Florist supported this activity/organization in the past? If so, what dates? \_\_\_\_\_

Do you have any additional comments concerning this request that we should take into consideration?

---

You will be notified by phone, email or mail within 7 days of our receiving this written request.

Again, PLEASE NOTE: Your request must be hand delivered to Oviedo Florist at least 30 days prior .