

## Donation Day Fundraiser Form

The Pottery Place strives to support its community. Thanks for considering us in your planning process. The first step is to complete this form. Please complete all to the information as accurately as possible and return to your nearest Pottery Place studio.

**Fundraiser requests must be made at least 2 weeks prior to the event.**

---

Today's Date \_\_\_\_\_

Your Name \_\_\_\_\_

Your Email \_\_\_\_\_

Your Phone # \_\_\_\_\_

Organization Name \_\_\_\_\_

Requested Event Date \_\_\_\_\_

(Note: Donation Days are only Monday – Thursday) \*Please allow 2 weeks for processing.

Your position within the organization \_\_\_\_\_

Organization E-mail \_\_\_\_\_

Organization Website \_\_\_\_\_

Organization's Tax ID number \_\_\_\_\_

(Continued on other side)

Thank you for taking the time to complete our Donation Request Form. We would like to know how you chose us for participation in your event. Please select the most appropriate selection.

- Print Ad
- Referred by a Friend
- Attended a Birthday Party
- Website
- This a Return Request
- Other

Please include any additional comments regarding your Donation Day:

---

---

---

---

---

Thank you again and we hope you have a successful event!