



# CHARLOTTE CHECKERS DONATION REQUEST FORM

Name of Organization Requesting Donation \_\_\_\_\_

Date of Event \_\_\_\_\_ Event Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact # \_\_\_\_\_ Email \_\_\_\_\_

Address for Donation to be Sent \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Requirements of Request:

- 1) Your request must be on your organization's letterhead.
- 2) Requests need to include the pertinent specifics of your organizations event. (Day & Date, Time, Location, Number in Attendance, etc...).
- 3) Provide advance notice. 4-5 weeks prior to the event, is preferred.
- 4) The name of the contact person and where they can be reached.
- 5) Please provide a letter or e-mail after your event with the value of the auction item (s) provided.

### FOR INTERNAL USE ONLY

Date Fulfilled:

\_\_\_\_\_

Item Sent:

\_\_\_\_\_

Entered in DB:

\_\_\_\_\_

### Please Mail To:

Charlotte Checkers  
Attn: Danielle Adkins  
212 South Tryon St. Suite 675  
Charlotte, NC 28281

OR

Please E-mail To: [dadkins@gocheckers.com](mailto:dadkins@gocheckers.com)