



CIRCLE THEATRE

IN-KIND DONATION REQUEST

COMMUNITY CIRCLE THEATRE, INC.

1607 Robinson Rd. SE / Grand Rapids, MI / 49506

www.circletheatre.org

Email to: boxoffice@circletheatre.org

The mission of Circle Theatre is to enrich, entertain and educate our community through exceptional theatrical arts in an intimate setting.

Every summer, Circle Theatre produces five main stage productions from May through September. The summer season consists of three musicals and two plays, performing more than sixty performances and playing to over 20,000 local theatre patrons each year.

The purpose of this In-Kind donation request form is to assist many deserving organizations to raise necessary funds for their respective causes. Therefore, donation items are only available for auctions, raffles, or giveaways to benefit non-profit organizations. Donation items may NOT be sold for a profit or for personal gain.

Please understand that a completed application is not an agreement to fulfill your request. Each request must be submitted via this official form and accompanied by an event flyer, invite, etc. Because we receive many requests, please submit your application at least 4 weeks prior to the event date.

SECTION ONE

ORGANIZATION INFORMATION

ORGANIZATION / GROUP NAME

CONTACT PERSON / POSITION

STREET ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

WEB SITE

IS YOUR ORGANIZATION OF 501(c)(3)

☐ YES

☐ NO

TAX ID #

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SECTION TWO

EVENT INFORMATION

EVENT TITLE (please include a flyer, postcard, or additional information regarding the event)

EVENT DATE

EVENT DESCRIPTION / PURPOSE

IN-KIND DONATION REQUEST

IN-KIND DONATION REQUEST APPX. VALUE

INTENDED USE OF IN-KIND ITEM(S)

- ☐ SILENT AUCTION
- ☐ LIVE AUCTION
- ☐ RAFFLE ITEM
- ☐ DOOR PRIZE
- ☐ OTHER _____

DATE ITEM(S) NEEDED BY

SECTION THREE

BENEFIT / RECOGNITION INFORMATION

PLEASE LIST ANY & ALL BENEFITS / RECOGNITION CIRCLE THEATRE WILL RECEIVE WITH THIS IN-KIND DONATION: