



PROUD AFFILIATE OF:



## Donation Request Form

Thank you for your interest in requesting a donation by the Bakersfield Jam. The Bakersfield Jam is proud to be a part of the Bakersfield community and will carefully consider each opportunity to give back to the community and fans. Please note that throughout the year, we receive numerous requests for donations. Our Community Relations Department strives to balance the donations with its availability. In an effort to service each request, our Donation Committee asks that you provide detailed information regarding your event.

### Organization Information

Name: \_\_\_\_\_

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

Day phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Evening phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Fax: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Web site (if applicable): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

### Event Information

Event title: \_\_\_\_\_

Is the speaking engagement for a 501(c) 3 tax-exempt organization? Circle: Yes No

Event date(s): \_\_\_\_\_ Event time: \_\_\_\_\_

Event location with complete address: \_\_\_\_\_

Estimated attendance at event: \_\_\_\_\_

Event contact: \_\_\_\_\_

Day phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Evening phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Description of and reason for event: \_\_\_\_\_

How will this event be promoted (media, word of mouth, email, advertising, etc.)? \_\_\_\_\_

*(Please include directions, as well as any briefing papers, background information, agenda, speaking points, etc., or indicate the day the materials will be provided (must be at least seven working days in advance of the event).)*

If they so choose can the Jam promote this event to the media or fans? Circle: ( Yes or No )

Confirmation of donation commitment needed by (date): \_\_\_/\_\_\_/\_\_\_ Today's date: \_\_\_/\_\_\_/\_\_\_

### **Donation Information**

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How Will the donation be used? (circle one)

1. Auction
2. Door prize
3. Raffle
4. Other: (Explain)\_\_\_\_\_

I understand that the Bakersfield Jam reserves the right to refuse any donation request upon their discretion. In the event the Bakersfield Jam donates an item, it will be used strictly for charitable purposes through auctions, door prizes, raffles, etc.

I am aware of the Jam policy to grant one (1) donation per year per organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

### **Donation Procedure**

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All requests must be submitted thirty (30) days prior to event date. In order for your request to be reviewed, all information in this form must be completed in its entirety. We will contact you as soon as we can after receipt and review of your completed request form. You may submit your request to the following:

**By email to: Teresa Houston-Howard,**  
[thouston@bakersfieldjam.com](mailto:thouston@bakersfieldjam.com)

**By mail to:**  
**Bakersfield Jam**  
**Attn: Donation Request**  
**1400 Norris Road**  
**Bakersfield, CA 93308**

**By fax to: 661.615.6555**

**For more Information, call 661.615.6550**  
**Thank you for your interest in and support of the Bakersfield Jam!**  
**[www.bakersfieldjam.com](http://www.bakersfieldjam.com)**