

Joplin Tent Rentals

1019 Oak Park Drive

Joplin, MO 64804

Phone: (417) 623-3384

Fax: (417) 623-1901

Email: tents@joplintent.com

www.jopintent.com

APPLICATION FOR DONATION / DISCOUNT

Please find attached Joplin Tent Rental's donation/discount application. All applications must be submitted a minimum of 8 weeks prior to your event date to be properly reviewed and appear on our agenda. We understand your commitment and dedication to your organization and in order to give your request the in-depth review that it deserves, we must require this lead-time for adequate study. The Donation Committee will consider your application and you will receive a written decision within four weeks of being submitted.

Our donation / discount request form is brief and specific; please fill it out completely so that the pertinent information we need is readily available. Please include any literature that you may want us to review and/or a brief cover letter highlighting your intentions and/or goals.

Please print or type the application. Be sure to sign the application at the bottom. Since contributions/discounts cannot be guaranteed from year to year, organizations must resubmit the application with each new request. Due to the high volume of requests that we receive this procedure is the most expedient way for you to present your request and have it properly reviewed. This program is part of our yearly marketing and advertising budget. As such, we have reasonable expectations that any approved donations will afford us opportunities to develop future business with either attendees or supporters of your event. Any assurances that you can provide this opportunity to us will enhance our consideration of your request.

Please mail or email your completed application to the address above. Verbal requests, faxed applications or telephone requests will not be considered. If you need assistance in completing this form, please call 417/ 623-3384.

GENERAL INFORMATION

Date of Request: _____

Name of Organization: _____

Address: _____

City: County: State: Zip: _____

Organization Phone Number: _____

Contact Person Phone: _____

THE EVENT

Name of Event: _____

Date(s): Time: _____ Est. # of Attendees: _____

Location: _____

Annual Event? _____ Since What Year? _____

How do you intend to promote the Event?

THE DONATION

What type of donation / discount is requested? _____

Donation of equipment? _____ Or Discount? _____

Type of equipment needed and quantities requesting?

Will Joplin Tent Rentals be promoted with the Event if a donation or discount is provided? _____

If yes, in what manner? _____

Is camera-ready artwork needed? _____

If yes, by what date (minimum 30 days) _____

In exchange for any approved donation or discount, would your organization be willing to do any of the following:

- _____ Provide Joplin Tent Rentals a sponsorship equal to the value of the donation
- _____ Provide Joplin Tent Rentals a table or attendee tickets equal to the value of the donation
- _____ Provide Joplin Tent Rentals the attendee list with contact information
- _____ Recognize Joplin Tent Rentals from the podium during your event
- _____ Submit press releases recognizing Joplin Tent Rentals' support of your event

Do you have a major or presenting sponsor? _____ If yes, who? _____

Please list up to 3 other sponsors, and type or amount of their donation / discount:

1. \$ _____

2. \$ _____

3. \$ _____

Has the organization previously requested a donation / discount from Joplin Tent Rentals? _____

Date of last request: _____

Was the request granted? If yes, what amount? _____

YOUR ORGANIZATION:

Is the organization Tax Exempt under **IRS Code Section 501(c)3**? _____

PLEASE ENCLOSE A COPY OF YOUR ORGANIZATION'S IRS LETTER STATING THE TAX EXEMPT 501 STATUS

Non-profit Taxpayer's I.D. Number? _____

Legal Name of Organization: _____

What rental company(s) does the organization currently use? _____

What is the mission statement, or purpose, of the organization? _____

Does the organization primarily serve a particular ethnic, religious, or age group; or any other group with a "common bond" (i.e. families with preschool children, etc.)? _____

If so, what group(s)? _____

What percentage of each of the following groups does the organization serve?

% low-income _____

% moderate-income _____

% middle & upper income families _____

Signature of Applicant: _____

Date: _____

Print name: _____