



Four Convenient Regional Locations:

Marengo 21906 W Grant Hwy Marengo, IL 60152 P: 815.568.1100 F: 815.568.1101	Crystal Lake 150 N Main St Crystal Lake, IL 60014 P: 815.477.8888 F: 815.477.8889
East Dundee 220 S Dundee Ave East Dundee, IL 60118 P: 847.428.7070	Huntley 10501 N Route 47 Huntley, IL 60142 P: 847.659.8080

www.TheGalaEvents.com www.GRSRents.com

Donation Request Form

Organization Name:

Contact: **Title:**

Address:

City: **State:** **Zip Code:**

Phone: **Email:**

Date(s) of Event:

Items Requested to be Donated or Discounted:

Mission of Your Organization:

Earned Yearly Income:

Yearly Contributions:

Yearly Donations:

Yearly Grants & Endowment:

Yearly Operating Budget: **Percent of Budget for Administration:**

Goal for Event:

Measurable Objectives of Event:

If the availability of advertising exchange is available, please complete [our donation/advertising exchange form](#) and submit it with your request.

Please Note: The completed donation request form should be emailed to Inquiries@TheGalaEvents.com or faxed to 815.477.8889. Please allow two weeks for notification about our decision on your donation request. Please realize that we receive hundreds of requests each year for donations or discounting and are unable to oblige every request. Thank you.