

Rockford Area Convention & Visitors Bureau

# Donation Request Form

*The Rockford Area Convention & Visitor's Bureau distributes and tracks all donation requests.*

**Who qualifies to request/receive a donation?**

- Organization and/or event that is involved in and helping attract tourism to the Rockford region
- Groups or individuals hosting benefits/fundraising events that attract people to the Rockford region and/or showcase the Rockford region

**Donation Request Guidelines**

- For your donation request to be considered, please complete and submit the Donation Request Form at least **four (4) weeks prior** to the event or any set deadline, whichever comes first.
- If you have received a donation from the Rockford Area Convention & Visitor's Bureau in the past, please be aware that donations may vary.
- The Rockford Area Convention & Visitor's Bureau does not provide monetary donations.
- One request per event/program will be considered.
- You will receive confirmation of approval or denial within one month by email or letter.
- If you have been working with someone from our sales or servicing department, please contact them directly.

**Please state below what you are requesting:**

**CONTACT INFORMATION**

**Name:**

**Address:**

**City, State:**

**Zip:**

**Organization/Group Seeking Donations:**

**Daytime Phone Number:**

**Email Address:**

**Today's Date:**

**EVENT INFORMATION**

**Event/Program Name:**

**Event date:**

**Date donation is needed:**

**Location of event:**

**Type of item being requested:**

- RACVB welcome bags (empty); Quantity requested:
- RACVB Welcome bags with Visitor's Guides; Quantity requested:
- Silent auction donation
- Other (Please specify):

**How donation will be used:**

**Additional information:**

## **FORM SUBMISSION**

*Please choose one of two ways to submit the completed Donation Request Form:*

1. Email (PREFERRED) – Please type your information into the above form. Save this form as a PDF to your computer and rename the file with your first and last name (example: Jane\_Smith.pdf). Attach your completed form and email to Heidi Gee at [hgee@gorockford.com](mailto:hgee@gorockford.com).
2. Print and mail the form to: RACVB: Attn. Heidi Gee, Donation Request, 102 N. Main St., Rockford, IL 61101

**Questions? Contact us at 815.963.8111**

Interested in purchasing additional Rockford items?

Contact the Rockford Area Convention & Visitor's Bureau **at 815.963.8111** for more information.

