



Donation Request Form

Thank you for inviting us to work with your organization. Because we have so many requests and a limited donation budget, requests are now reviewed by our staff to determine our ability to participate.

Our availability to participate is based on our donation budget, the items requested and the time of year. We are not able to make monetary donations.

All requests must be made no later than **14 days in advance**.

Items **MUST** be picked up from our warehouse the day prior to the event and returned the business day immediately after the event.

All About Events will not be able to deliver items other than tents, staging, dance floors, furniture, and farm tables. When those items are required, delivery is only available Monday – Friday from 8:00am to 5:00pm.

Please return the form to info@allabouteventsjax.com

If your donation is approved, a member of our team will contact you via e-mail to inform you of the decision and the next steps.

For all donations that are approved, we will require:

- Our name and logo be featured on all printed materials for the event and those must be submitted to AAE 7 days prior to the event.
- Credit card information to cover potential late fees, damages, etc.
- Receipt for amount of donation

T H A N K Y O U

All About Events - Jacksonville
6100 Phillips Highway · Jacksonville, FL 32216
Phone: 904·379·6822 | Fax: 904·352·2372
info@allabouteventsjax.com

Organization: _____

Billing Address: _____

City, State, Zip: _____

Contact Person: _____

Email: _____

Phone: _____

Date of the Event: ____/____/____ Start Time: _____ End Time: _____

Please list your request below:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____