



DONATION REQUEST FORM

- This form MUST be completed and returned to Diva Den Studio to request a donation on behalf of a business or organization
• Submit forms at Diva Den Studio 11959 SW Garden Place, Portland, OR 97223 or by email info@divadenstudio.com
• Requests should be submitted 2-weeks in advance to allow time for review
• Gift certificates for drop-in classes, specialty classes and private parties will be determined upon approval
• Due to large amounts of requests Diva Den Studio is unable to guarantee a response to all donation requests. If approved, you will receive a phone call and/or email with your gift certificate

ORGANIZATION INFORMATION

Name of Business/Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Have you received a donation from Diva Den Studio in the past? \_\_\_\_\_

EVENT INFORMATION

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

How will the Diva Den Studio gift certificate: \_\_\_\_\_