



Donation/Sponsorship Request Form

Date: _____

We are happy to receive requests for donations and sponsorships. Because we receive so many requests we ask that you fill out this brief form which will help us to better serve our community and enable us to remain in contact with you throughout the year.

Antoon Hospitality has a limited amount budgeted each month for monetary donations. However we are able provide in-kind donations of food, gift certificates and/or coupons.

We ask that you also provide a written request on letterhead. We accept requests in person, via email or US mail, but this form must accompany ALL requests. Email requests to: officemanager@ahgla.com. Mail requests to: AHG Donation Request, 600 Desoto St, Alexandria LA 71301

Thank you and we look forward to becoming a partner with you and your organization, school or group.

Organization/School/Group: _____

Address: _____ **ZIP:** _____

Contact Person: _____ **Phone #:** _____

Email for Contact: _____

Request: Amount: _____ **In-Kind/Food/Coupons: Yes No**

Event Name & Date: _____

Number of people expected at Event: _____

How donation will be used (attach sheet if needed):

How will AHG be recognized at the Event/what will you need in regards of marketing, logos, etc (attach sheet if needed):



For use by AHG:

Received Date: _____ Value: _____

Responded: _____ Sent/Mailed: _____

Picked Up: _____