



Thank you for considering Amici Catering to sponsor your upcoming charitable event! For more than 20 years, we have supported the fundraising goals of numerous charities and non-profit organizations by donating meals and providing private catering experiences.

We are committed to be a collaborative, supportive member of the community and we appreciate you thinking of us to help advance your cause.

Ideally, we would like to contribute to every organization that solicits a donation; unfortunately, that is not possible. Every request is reviewed thoroughly and given due consideration and soliciting organizations can expect a timely response.

To submit your organization's charitable contribution request, please follow the instructions below, it is important you provide all the information for your request to be considered.*

DONATION REQUEST INSTRUCTIONS:

1. A written request must be sent a minimum of 3 months prior to the event date.
2. The request must be written on your organization's letterhead and include the following information:
 - Your organization's name, mailing, telephone number and non-profit tax ID number
 - The date of your fundraising event
 - Due date of donations and in-kind donation forms must be received and mailing address
 - Please include your organization's donation form
 - Specific donation value requested
 - Specific donation location requested (if desired)
 - Information about your organization, the event, and how Amici Catering's donation will help
 - Title and signature of the individual requesting the donation
 - Any donor benefits and marketing opportunities (if available)
 - Future events for which your organization might have catering needs (if applicable)
3. Send your request via U.S. Mail to:

Amici Catering
ATTN: Charitable Contribution Request
1744 West Bell Road
Phoenix, AZ 85023

#136143759

* If you have ordered from our company within the past year- or have member, staff or volunteers who have done so, please include the order information for expedited consideration (Please note that Amici Catering does not provide names or direct numbers for follow-up charitable contribution requests.)

Thank you for your interest and cooperation,
We wish you every success in your upcoming event!

Lori Harlig

Lori Harlig
CEO / Chief Event Officer