

# The Pottery Place

## Donation Participation Form

Employee Use Only

INT \_\_\_\_\_

DATE \_\_\_\_\_

The Pottery Place Beckley strives to support its community.

Although we can't donate or participate in every event we do carefully consider every request.

**Requests take two weeks to process.**

Please complete the following information:

Today's Date: \_\_\_\_\_

Your Organization: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number and/or Email: \_\_\_\_\_

Date Needed By: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Please circle one:      **I need a basket**                      **I need an item to add to a larger basket**

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

\_\_\_\_\_  
\_\_\_\_\_

Are you advertising your donators? \_\_\_\_\_

When do you need our logo by to participate in advertising? \_\_\_\_\_

Please make sure an email is provided for the logo to be sent to \_\_\_\_\_

**If you receive a donated item it must be painted within 60 days of your event date. Any items handed out or raffled off later will not be accepted to paint.**

**Please inform the winner of the item(s).**

**We do not take requests in November or December, if a donation is needed during this time please make sure to get your request in before October 31<sup>st</sup>.**