

## Donation Requests

Thank you for your interest in having DB contribute to your upcoming event.

Because of the many and wide-ranging requests that come our way, please know that we are unable to honor all requests. We trust that you appreciate that reality.

In order to make this process as efficient and effective for both your organization and DB we have outlined our priorities, process and requirements below. Please respect them.

## Priorities

As for our priorities, we give preference to:

1. Local, Flagstaff-based organizations
2. Organizations with a track record of demonstrable support of the local food movement and/or local environmental conservation work
3. Organizations with established relationships to DB and/or the Diablo Trust

But we are open to other marketing considerations and the opportunity to contribute to causes that deserve support and that are aligned with DB's ethos and passions.

Because of our relationship with the Diablo Trust, a 501(c)(3) non-profit land management collaborative, we know how important ~ and how challenging ~ it is to put together a package of donations that help make an event successful.

So... good luck to you in your search for donations, and we are honored to have been chosen as part of your endeavor.

(cont'd)

## Process

1. Your donation request **MUST** be submitted at least 30 days in advance of your event
2. Your donation request **MUST** be submitted to DB by email at flagdb@gmail.com
3. We will send you a return email to acknowledge receipt and to let you know that we are processing your request
4. If we are able to support your event, **we will contact you.**
5. Please understand that there will not be any exceptions to this process.

## Requirements

As stated above, requests must be made in writing and must come to us at least 30 days in advance of your event.

In your request, please include all of the following information:

- Event name
- Event purpose
- Date(s) and time(s)
- Profit status of your organization
- Participant(s), sponsor(s), and/or other donor(s)
- Contact information

In addition, please list marketing benefits to DB. Examples include but are not limited to:

- Logo placement on all printed materials
- Public acknowledgement of support at your event
- Inclusion in gift bag or other participant giveaways
- Website linkage
- Invitation to attend your event (when possible)
- (Your ingenious proposition here)

**Thank you again for giving us the opportunity to help make your event a success ~ and good luck!**