

“FUNDRAISING BY DESIGN” - EVENT REQUEST FORM

Please print out a copy of this form to complete and send in with your request
Note: Filling out this application is a request, not a contract.

Date: _____

About Your Organization:

*Name of Organization: _____

*Federal IRS Tax filing I.D. for non-profit status organizations: _____

*Purpose or Mission of Organization: _____

*Address: _____ City: _____ State: _____ Zip: _____

(If party is approved, is this the address the check would be mailed to?) Yes No (if No, please provide alternate address below)

*Address: City: State: Zip: _____ *Phone: _____ Fax: _____ Website: _____

Your Contact Information: *Contact Name: _____

Title within Organization: _____ *Phone: _____

Fax: _____ *Email: _____ (* Required Information)

Event Proposal *Date(s) Requested: _____ Time Requested: _____

Proposed Venue of Event: Chicago Store, Boston Store, Kansas City Store, OR

LILL On Location City: _____ LOL Rep Name (if known): _____

Location/Venue: _____

Number of people expected to participate: (20-25 person minimum)

Organization's Monetary Fundraising Goal: (Please Note: Pre-tax sales under \$2,000 receive a 10% donation and pre-tax sales over \$2,000 receive a 15% donation; gift certificates and fabric spray will not be counted towards pre-tax sales donation. May attach separate sheet if necessary)

Type of Event, Theme, Target Audience: _____

Marketing opportunities and tools available: _____

Assistance (if any) needed from 1154 LILL STUDIO: _____

Due to the large number of requests we receive, we may not be able to respond to all requests, however, we will do our best. Thank you for allowing us the opportunity to learn more about your organization. We hope to be able to work together soon!

Submit requests via email:

fundraising@1154lill.com or

US Mail:

1154 LILL STUDIO

Attn: Fundraising 1511 W. 38th Street Chicago, IL 60609

Please Note: We do not donate individual product or gift certificates