

Community Outreach Application and Guidelines

Requirements

In order to qualify for our free services, applicants must meet the following criteria:

- All applicants must provide a copy of their 501(c)(3) documentation.
- The event location must be within a 25 mile radius of our service area.

Guidelines

In addition to meeting the above requirements, the following guidelines should be considered:

- Availability is limited and we are not guaranteed to be available for your event dates. We suggest that you submit your application no less than 6 to 12 months prior to your event date.
- The maximum value of in-kind services we will donate per event is \$2,500.
- Nonprofits may only utilize our in-kind services once in a 12 month period.

Application

GENERAL INFO

Organization Name

Website

Contact Name

Contact Title

Best Phone #

Email

EVENT INFO

Services Requesting: DJ/Music Services
 Lighting Services
 Photobooth Services

Approximate # of Guests: 0 to 50 Guests
 50 to 100 Guests
 100 to 150 Guests
 150 to 200 Guests
 More than 200 Guests

Event Date

Start and End Times

Event Venue Name

Venue Address

City

State

Zip Code

QUESTIONNAIRE

Description of Event:

Why should we accept your request?

How will our in-kind gift make a difference for the people you serve?
