

# The Met

## Donation Request Form

Completion of this form is a request only and does not guarantee a donation. In order to be considered, requests must be received a **minimum of 6 weeks prior** to the event. **Allow time to process.** Thank you.

### Guidelines for Donations:

- ✓ We will only donate one time to any given organization per year.
- ✓ Gift Certificates expire 3 months after the event.
- ✓ The Met does not want to be combined with other stores, packages or offers.
- ✓ The minimum bid must start at no less half the value of the donation.
- ✓ If the minimum bid is not met then it must be returned to The Met.
- ✓ Fill out e-mail notification form following the event, including the name of purchaser and final bid amount to: Rachel@themetsarasota.com

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Client Name:

Phone:

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Organization Name:

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Org. Contact Name:

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Tax Exempt #/501(c)(3)

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Phone:

Email:

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Address:

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City:

State:

Zip:

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Event Name:

Date:

Time:

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Event Description: (Please specify, beneficiaries, cause, etc.)

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The Met will notify organizations of whether their donation request will be accommodated. Our response to any particular donation request is at our sole discretion. Solicitor must arrange for donation pick up at The Met. Thank you for your interest in The Met. We wish you much success with your event.

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#### FOR OFFICE USE ONLY:

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Received by:

Date:

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Gift Issued:

Gift Certificate Number:

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Gift Picked  
Up By:

Staff  
Signature: