



## Donation Request Form

To request a silent auction donation, please complete ALL questions below and email form to [Barkleycontact@vcahospitals.com](mailto:Barkleycontact@vcahospitals.com). Donation Request Form must be received at least 30 days in advance of event to be considered. ***In an effort to accommodate as many organizations as possible only 1 donation per school or organization will be granted in a school calendar year.*** If approved for donation you will be contacted via email. Donations cannot be mailed and must be picked up at The Barkley Front Desk. Please no phone calls.

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Tax ID # \_\_\_\_\_

Website \_\_\_\_\_

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

Contact Phone # \_\_\_\_\_

Contact Email \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

# of Attendees \_\_\_\_\_

How will The Barkley Pet Hotel & Day Spa be promoted at your event?

- Event Program
- Newsletter
- Literature on Silent Auction Table
- Mailing
- Event Webpage
- Other \_\_\_\_\_

If selected to receive a silent auction donation, as representative of the above Event/Organization, I agree to promote The Barkley Pet Hotel & Day Spa as stated above.

\_\_\_\_\_  
Event Representative

\_\_\_\_\_  
Date