



DONATION REQUEST FORM

Scalo Northern Italian Grill is committed to supporting the Albuquerque community and aims to assist local organizations as often as possible.

In order to be considered for a donation, please complete this form in its entirety, along with a descriptive letter written on the official letterhead of the organization. Requests must be submitted to Scalo at least three (3) weeks prior to the date the support is required. Only written requests will be considered; the restaurant cannot accept submissions by phone or verbally at the restaurant.

Name of your organization: _____

This organization is (please circle one):

CHARITABLE

EDUCATIONAL

ARTS/CULTURAL

INSTITUTIONAL

Is this organization a 501(c)3 non-profit agency?

YES

NO

Summarize the focus of your organization: _____

Contact Person: _____ Phone Number: _____

Mailing Address: _____

What is the date of your event? _____

What type of event will you be holding? (silent or live auction, raffle, etc.) _____

What kind of attendance do you anticipate for your event? _____

What type of support do you request, and what is the value you are hoping for? _____

What type of advertising are you planning to promote this event? _____

Have you received a donation from us before?

YES

NO

Signature: _____

Date: _____

If approved, we will notify you and ask you to pick up the donation at the restaurant.

Please send your request to:

Or fax to: 505-265-7850

Esperanza Enterprises
Attn: Donation Request
2800 San Mateo Blvd NE, Suite 102
Albuquerque, NM 87110