



## 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: 505.883.8484

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