



ENGLISH RIDING SUPPLY DONATION REQUEST FORM

We have received your request for a donation and presently have it under consideration. Prior to making a final decision we require you to provide the following information.

Once this form is completed and received by the ERS office a final determination will be made regarding ERS's participation in your event. You will **ONLY** be notified if we are interested in donating. **SUBMITTING THIS FORM DOES NOT GUARANTEE A DONATION WILL BE MADE.** Please complete and mail this form back to ERS offices asap. All forms **must be received no later than SIX WEEKS prior to the event date** for which the donation is being requested.

Name of Organization/Event: _____

Type of Event: _____

Date of Event: _____

Anticipated Number of Participants: _____

Deadline for Receipt of Product: _____

Shipping Address for Product: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Is organization or event a 501c3? Yes No (If yes, a donation letter will be required.)

Are you willing to provide ad space in the organization/event's program at no cost? Yes No
If yes, what size ad are you willing to provide? _____ b/w color (circle one)



a company built on Experience

520 Kane Street • Scranton, Pa 18705 • 570 961 9700 • (F) 570 961 9701

Can brochures and other marketing materials pertinent to the products being donated be distributed to attendees/members? Yes No

Are you willing to hang banners at the event? Yes No

Are you willing to provide ERS with the email address list for the event attendees and/or organization's members? Yes No

If the organization/event has a Facebook page, are you willing to "Like" and link the ERS brand's Facebook page? Yes No

Will you give a mention to your Facebook followers to check out the ERS brand's page? Yes No

If your organization/event has a Twitter account, are you willing to do a mention of the ERS brand's Twitter account and Facebook account? Yes No

Are you willing to place the pertinent ERS brand's logo and hotlink on the home page of your organization/event's website? Yes No

RETURN COMPLETED FORM TO:

**Amy Pembleton
520 Kane Street
Scranton, PA 18505**

Please note that incomplete forms will not remain under consideration. If a decision is made to participate in your event you will be contacted by ERS. **Please DO NOT call or email to check on the status of your submission.**