

Rockford Area Convention & Visitors Bureau

Donation Request Form

The Rockford Area Convention & Visitor's Bureau distributes and tracks all donation requests.

Who qualifies to request/receive a donation?

- Organization and/or event that is involved in and helping attract tourism to the Rockford region
- Groups or individuals hosting benefits/fundraising events that attract people to the Rockford region and/or showcase the Rockford region

Donation Request Guidelines

- For your donation request to be considered, please complete and submit the Donation Request Form at least **four (4) weeks prior** to the event or any set deadline, whichever comes first.
- If you have received a donation from the Rockford Area Convention & Visitor's Bureau in the past, please be aware that donations may vary.
- The Rockford Area Convention & Visitor's Bureau does not provide monetary donations.
- One request per event/program will be considered.
- You will receive confirmation of approval or denial within one month by email or letter.
- If you have been working with someone from our sales or servicing department, please contact them directly.

Please state below what you are requesting:

CONTACT INFORMATION

Name:

Address:

City, State:

Zip:

Organization/Group Seeking Donations:

Daytime Phone Number:

Email Address:

Today's Date:

EVENT INFORMATION

Event/Program Name:

Event date:

Date donation is needed:

Location of event:

Type of item being requested:

- ☐ RACVB welcome bags (empty); Quantity requested:
- ☐ RACVB Welcome bags with Visitor's Guides; Quantity requested:
- ☐ Silent auction donation
- ☐ Other (Please specify):

How donation will be used:

Additional information:

FORM SUBMISSION

Please choose one of two ways to submit the completed Donation Request Form:

1. Email (PREFERRED) – Please type your information into the above form. Save this form as a PDF to your computer and rename the file with your first and last name (example: Jane_Smith.pdf). Attach your completed form and email to Katrina Peterson at kpeterston@gorockford.com.
2. Print and mail the form to: RACVB: Attn. Katrina Peterson, Donation Request, 102 N. Main St., Rockford, IL 61101

Questions? Contact us at 815.963.8111

Interested in purchasing additional Rockford items?

Contact the Rockford Area Convention & Visitor's Bureau **at 815.963.8111** for more information.

