

DONATION REQUEST FORM

(A) Please provide the following information:

- (1) *An official letter signed by the director with detailed information of the event and request for donation.*

- (2) Organisation Name:

- (3) Organisation Address:

- (4) Event Contact Person:

- (5) Contact Email Address:

- (6) Contact Phone Number:

- (7) Event Name:

- (8) Event Date:

- (9) Estimated Number of Event Participants:

- (10) What will you use the donation for?

*AUCTION / RAFFLE PRIZES / EVENT DECORATION / GOODIE BAGS / CONTEST
PRIZES / GIFT WRAPPING Others:*

(11) Preferred Store for Donation Pick-Up:

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(B) Donation request timeline:

- (1) Fill in this form and send it to priya.looksharp@gmail.com at least four weeks before the event date.
- (2) We will inform you via email whether your donation request is successful or not within the next two weeks of application date.
- (3) If your donation request is successful, we will inform you the date and time for the donation collection.
- (4) Finally please see the next section for further information and requirements.

(c) After donation request approval:

We would like to invite your organisation to take part in the following:

- (1) Supply photos or videos showing how the donated products are being used, and you would allow Look Sharp to use these photos or videos unrestrictedly.
- (2) Advertise Look Sharp on your organisation's social media and official website. (Look Sharp Logo.png & Look Sharp Digital Banner will be supplied).

If the retail value of donation exceeds \$200:

- (3) Display two Look Sharp banners during the event, and return these two banners after the event (Banners will be given along with the donation).

(d) Terms & Conditions:

- (1) Definition of "DONATION": Donation will be offered in terms of products, no cash donation will be given.

OFFICE USE ONLY Received Date:

Approval/ Non Approval Date:

Approval/ Non Approval Comments: