



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: 883-8484

Esperanza Enterprises
Attn: Donation Request
4209 San Mateo Blvd NE
Albuquerque, NM 87110