



## Donation Request Requirements

Thank you for your donation request. The Original Oyster House is dedicated to giving back to our communities we serve, and we welcome the opportunity to support community events, fundraisers and other charitable efforts. Due to the volume of donation requests we receive, requests must be made 6 weeks (donations) & 8 weeks (sponsorships) in advance from your event date. We will respond to your request within 4 weeks of receiving it.

### Donation Request Requirements

The following requirements must be met in requesting a donation from the Original Oyster House:

Organizations must submit a written request through the Request a Donation form (online at [www.originaloysterhouse.com/donationrequest](http://www.originaloysterhouse.com/donationrequest)). Please fill out form online, fax or e-mail [donations@originaloysterhouse.com](mailto:donations@originaloysterhouse.com).

The organization must be within the vicinity of a Mobile/Gulf Shores or general market area.

- **Product Donations** including Silent Auction Items: Requests must be made a minimum of six **(6) weeks** in advance of the event
- **Event Sponsorship**: Requests must be made a minimum of eight **(8) weeks** in advance of the event

For events requesting silent auction items such as Gift Certificates, products or coupons we unfortunately are not able to donate in the following situations:

- Individual's efforts to raise funds by participating in a non-profit event (run, bike race, etc.)
- Events sponsored by a competitor
- Events where our product will be resold
- **Organizations that do not have a non-profit tax ID.**

### How To Apply

If you would like to submit a donation request, simply complete donations request form online at [www.originaloysterhouse.com/givingback](http://www.originaloysterhouse.com/givingback)

E-mail to [donations@originaloysterhouse.com](mailto:donations@originaloysterhouse.com); or fax to (251) 928-9394 or complete online form [Donation Request Form](#)

**Terms & Conditions** The Original Oyster House has a policy to reply to all donation requests by e-mail. If the Original Oyster House is not able to fulfill your request: you will receive an e-mail to that effect within 4 weeks of receiving your request. If the Original Oyster House is able to fulfill your request you will receive a phone call or e-mail to coordinate the donation within 4 weeks of receiving your request. The Original Oyster House reserves the right to require that the organization displays a "Compliments of Original Oyster House" or similar sign (at minimum) with the product donation. Original Oyster House reserves the right to specify how the product is to be displayed and handled at the event/donation. All decisions regarding donation requests are the sole discretion of the Original Oyster House and all decisions are final.

# Request a Donation Form (Please review Donations Request Requirements prior to filling out form.)

Name of Organization:		Date:
Address:		
City:	State:	Zip:
Non-profit Tax ID#		
Contact Name:		
E-mail:	Phone:	
Address:		
City:	State:	Zip:
<b>Event Information: 6 weeks (donations) 8 weeks (sponsorship) advance notice required</b>		
Event Name:		Date of Event:
Time of Event:		Set up time:
Event Location:		Expected Event Attendance:
Event Proceeds Benefit:		
Detailed Event Description:		
Donation Requested: Silent Auction item; Sponsorship; Gift Certificates; Food; Other:		
List other Participating Restaurants and/or Competitors		
Will you need a copy of the logo? (If so, please include format needs.)		
Describe in detail how Original Oyster House will benefit from this event. List how we will be marketed during event? (i.e. logo use, radio, tv, promotions)		