



Donation Request Questionnaire

Thank you for contacting Katherine's Catering. Whenever possible we are happy to support non-profit organizations in their efforts to raise funds. Please fill out the front page of this questionnaire and return it to:

Katherine's Catering
359 Metty Drive, Suite 4
Ann Arbor, MI 48103
Tel. 734.930.4270
Fax 734.930.6834

Organization _____
Address _____
Phone Number _____ Fax Number _____

Contact Name _____
Contact Phone Number _____ Fax Number _____
Contact Email _____

Is your organization a registered non-profit organization? _____ Local or national? _____
Federal ID# _____

What type of recognition will your contributors receive? (Please circle)
Invitation Program Newspaper Newsletter Signage Other (please explain)

Who will benefit from the donation?

Date of Event _____ When do you need a response? _____
How many guests will be invited? _____
How many guests do you expect? _____ Who are your guests? _____
Has your organization ever done business with Katherine's Catering before?

Has Katherine's Catering ever donated to your organization before? _____
If so, please explain when and what was donated? _____
Will tickets be available to your donors? _____ If so, how many? _____
Who will be providing the food service for your event? _____
Will other organizations be donating goods or services? _____

What type of donation are you interested in? (Please circle)
Gift Certificate Food Equipment Other (please specify)

If we are able to assist you, a copy of the invitation, program or any newspaper articles, as well as a letter recognizing our donation, with its value, on your letterhead would be appreciated.