

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 an 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:

Rockford Area Convention & Visitors Bureau
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EVENT INFORMATION

Event/Program Name:

Event Date:

Date Donation is needed:

Location of Event:

Hotel Booked:

Number of Hotel Rooms Reserved:

Type of item being requested:

- RACVB welcome bags (empty)
- RACVB welcome bags with Visitors Guides
- Silent auction donation
- Other (Please specify):

Quantity requested:

Quantity requested:

How Donation will be used:

Additional Information:

FORM SUBMISSION

Please choose one of two ways to submit the complete 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 Emily Plumb at eplumb@gorockford.com.
2. Print and mail the form to: RACVB: Attn. Rachel Larson, 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.

