



# Application for Donations

Taylor Equipment Sales & Powersports take great pride in supporting the communities we serve. All applications must be submitted a minimum of eight weeks prior to your event date to be properly reviewed and appear on our agenda. We understand your commitment and dedication to your organization and in order to give your request the in-depth review that it deserves, we must require this lead time for adequate study. The Donation Committee will consider your application and you will receive a written decision within four weeks of being submitted.

Our donation/discount request form is brief and specific; please fill it out completely so that the pertinent information we need is readily available. Please include any literature that you may want us to review and/or a brief cover letter highlighting your intentions and/or goals.

Please print or type the application. Be sure to sign the application at the bottom. Since contributions/discounts cannot be guaranteed from year to year, organizations must resubmit the application with each new request. Due to the high volume of requests that we receive, this procedure is the most expedient way for you to present your request and have it properly reviewed. This program is part of our yearly marketing and advertising budget. As such, we have reasonable expectations that any approved donations will afford us opportunities to develop future business with either attendees or supporters of your event. Any assurances that you can provide this opportunity to us will enhance our consideration of your request. Please email, fax, or mail your completed application to the address below. Verbal request applicants will not be considered.

If you need assistance in completing this form, please call (518)324-7840

**Taylor Equipment Sales & Powersports**  
**5 Latour Avenue, Plattsburgh, NY 12901**  
**EMAIL TO: [libby@taylorrentalny.com](mailto:libby@taylorrentalny.com)**

# Donation/Discount Form

## GENERAL INFORMATION

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Organization Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

## THE EVENT

Name of Event \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Est. # of Attendees \_\_\_\_\_

Location \_\_\_\_\_

Annual Event? \_\_\_\_\_ Since What Year? \_\_\_\_\_

Type of Event (i.e. dinner, festival, fun run) \_\_\_\_\_

How does this event benefit our community? \_\_\_\_\_

How do you intend to promote the Event? \_\_\_\_\_

## THE DONATION

What type of donation/discount is requested? Donation of prize? \_\_\_\_\_ Or \$ Discount? \_\_\_\_\_

Please list items \_\_\_\_\_

Will Taylor Rental be promoted with the Event if a donation or discount is provided? \_\_\_\_\_

If yes, in what manner? \_\_\_\_\_

Is camera ready artwork needed? \_\_\_\_\_ If yes, by what date? \_\_\_\_\_

In exchange for any approved donation or discount, would your organization be willing to do any of the following:

\_\_\_\_\_ Provide us a sponsorship equal to the value of the donation

\_\_\_\_\_ Provide us a table or attendee tickets equal to the value of the donation

\_\_\_\_\_ Provide us the attendee list with contact information

\_\_\_\_\_ Recognize us from the podium during your event

\_\_\_\_\_ Are we permitted to publish a press release recognizing our support of your event, after approval from your organization.

\_\_\_\_\_ Are we permitted to mention and/or showcase pictures about the event/sponsorship in their marketing materials, after approval from your organization