

# Sponsorship and Donation Request Form



Portobello's Grill takes pride in being an active part of our community. To help manage the large amount of requests for donations & sponsorship we receive, we have created this form to help us be the most effective participants we can be. Thanks for allowing us this opportunity to contribute!

*- Portobello's Grill*

**Please print, fill out legibly, and mail this form to:**

**15440 George O'Neal Road  
Baton Rouge, LA 70817**

Include cover letters on official letterheads and website information, brochures or anything else that can help us understand your cause. Include a copy of your 501(c)3 if you have one. Please try and give us 4-6 weeks to process your request. Requests made in person, through email, fax or other methods will be referred back to this form. Thanks in advance for your understanding and patience through this process.

Date: \_\_\_\_\_ Contact Name and Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Organization and Event Name: \_\_\_\_\_

Event Address: \_\_\_\_\_  
(City) (State) (Zip Code)

Date of the Event: \_\_\_\_\_ Is your organization a 501 (c) 3 Charity? (yes or no): \_\_\_\_\_

Tax ID#: \_\_\_\_\_ Website Address: \_\_\_\_\_

Help us get to know you better – briefly describe your organization:

Date you would like request fulfilled: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

What are you requesting? (gift cards, financial help, event space, catering) \_\_\_\_\_

Has Portobello's Grill ever donated to your cause before? \_\_\_\_\_ If so, when? \_\_\_\_\_

