



**“FUNDRAISING BY DESIGN” - EVENT REQUEST FORM**

Please print out a copy of this form to complete and send in with your request  
Note: Filling out this application is a request, not a contract.

Date: \_\_\_\_\_

**About Your Organization:**

\*Name of Organization: \_\_\_\_\_

\*Federal IRS Tax filing I.D. for non-profit status organizations: \_\_\_\_\_

\*Purpose or Mission of Organization: \_\_\_\_\_

\*Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(If party approved, is this the address the check would be mailed to?)  Yes  No (please provide alternate address below)

\*Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

**Your Contact Information:**

\*Contact Name: \_\_\_\_\_ Title within Organization: \_\_\_\_\_

\*Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ \*Email: \_\_\_\_\_

(\* Required Information)

**Event Proposal**

\*Date(s) Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Proposed Venue of Event:  Chicago Store  Boston Store  Kansas City Store OR

LILL On Location City: \_\_\_\_\_ LOL Rep Name (if known): \_\_\_\_\_

Location/Venue: \_\_\_\_\_

Number of people expected to participate: (20-25 person minimum) \_\_\_\_\_

Organization’s Monetary Fundraising Goal: \_\_\_\_\_

(Please Note: Pre-tax sales under \$2,000 receive a 10% donation and pre-tax sales over \$2,000 receive a 15% donation; gift certificates and fabric spray will not be counted towards pre-tax sales donation.)

(May attach separate sheet if necessary)

Type of Event, Theme, Target Audience: \_\_\_\_\_

Marketing opportunities and tools available: \_\_\_\_\_

Assistance (if any) needed from 1154 LILL STUDIO: \_\_\_\_\_

Once we receive your request you will be contacted within 7 business days to verify your information.  
Thank you for allowing us the opportunity to learn more about your organization. We hope to be able to work together soon!

Mail Requests to: 1154 LILL STUDIO  
Attn: Fundraising  
1511 W. 38<sup>th</sup> Street  
Chicago, IL 60609

**\*\*Please note: We do not donate individual product or gift certificates\*\***