



## 2011 - 2012 SEASON TICKET DONATION REQUEST GUIDELINES

*The Grand Rapids Civic Theatre welcomes requests from tax exempt, non-profit organizations residing in West Michigan.*

### IMPORTANT INFO

- Only One Request per organization will be awarded in a 12-month period.
- Contact person will be notified via email if request is fulfilled or not.
- Please note requests that are approved will be available for pick-up at the Grand Rapids Civic Theatre Box Office during business hours (M-Fri 9am-5pm)

### HOW DO I SUBMIT MY REQUEST?

- Your request can be made through our website at [www.grct.org](http://www.grct.org) via the Ticket Donation Request Form **at least 30 days** before the date of the event.
- If you choose to mail in your request, you **MUST** submit on your organization's letterhead **at least 30 days** before the date of the event. The following info **MUST** be present (all fields are **REQUIRED**).
  - Name of Company/Organization
  - Mission of Event/Program
  - Company/Organization Contact Person
  - Address
  - Phone Number
  - Email
  - Tax ID Number
  - Date of Request
  - Event Description
  - Date of Event
  - Type of Request (ex. Show Vouchers, Dress Rehearsal Vouchers etc.)
  - Number of Vouchers Requested
  - How will the Vouchers be used?
  - How will the Grand Rapids Civic Theatre be promoted prior/during/ or post event?