



womanspace
event donation form

Donor Information:

Donor's Name _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

Company Contact Person _____

Gift Information: New Gift Addition or Correction Estimate market value (as required by IRS) \$_____

Description

Special instructions (delivery and/or pick-up, restrictions, etc.)

Gift Certificate Information (expiration date will be one year from the date of event unless otherwise specified):

- Business has provided a gift certificate and is attached to this form
- Business will send gift certificate by: ___/___/20___ (Must send no later than two weeks before event)
- Please have Womanspace create this gift certificate. All information needed is in description above.

Form prepared by _____ Date _____

Office Use Only

Type of Gift: Actual Gift Certificate Ticket/Pass Other Gift Here Form Complete
 Category: Auction Cart Other Acknowledge Date: ___/___/20___