



DONATION/SPONSORSHIP REQUEST FORM

Please use the following form to request a donation, sponsorship, mechanical assistance or other type of support. Bike Gallery has been a proud supporter of Portland cycling events and our local communities since 1974. Please be aware that we have long-standing relationships with many organizations and we receive daily requests for additional support. Unfortunately we may not be able to fulfill every request, but each one will be carefully considered by our management.

To allow adequate time for review, all requests should be submitted 4-6 weeks before the event. Please e-mail this completed form to info@bikegallery.com (No phone calls please). Thank you for consideration.

* = Required Field

ABOUT THE EVENT

1. Name of Event:*
2. Location of Event:*
3. Event Date (mm/dd/yyyy):*
4. Start Time:
5. End Time:
6. Event Type* (*CHECK ONE*)
 - Race
 - Silent Auction
 - Live Auction
 - Art Show
 - Golf Tournament
 - Dinner
 - Festival
 - Other
7. Area or Community served:
8. How many years has the event been running? *
9. Last year's attendance:
This year's attendance estimate:
10. Has the organization received a Bike Gallery donation in the past? *
If so, when and what items were donated?
11. Who will benefit from the event? *
12. % of proceeds going to charity? *
13. What specific donation/assistance is requested:*
14. How will the donation be used? *

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ABOUT YOUR ORGANIZATION

1. Organization Name:*
2. Mailing Address:*
3. Organization Website:*
4. EIN/Tax ID#*
5. Is your organization a 501(c)3? *
Other
6. Contact Name:*
7. Title or Relationship to Organization:*
8. Contact's Phone Number:*
9. Contact's E-mail:*

ABOUT THE EVENT ADVERTISING

1. How will you advertise your event? *
 Radio TV Direct Mail Email list Flyers/Posters
 Newsletter Word of mouth Social Media Other
2. Will Bike Gallery receive any recognition? *
If so, what?
3. Do you need a copy of our logo or any other materials? *
4. What other bike shops (if any) will be supporting this event? *
5. May we list your on our website as a community partner? *
If yes, URL:

By submitting this donation request form, you agree that any donation received is not to be used in resale. If the event is cancelled for any reason, the donation must be returned. All donations received are for the event and organization noted above.

You will be notified within approximately 2 weeks if your request has been accepted. Generally donations are available for pick-up at our Hollywood store.