

# GUGLIELMO WINERY

MORGAN HILL, CALIFORNIA

EST. 1925

## Donation Request Form

Thank you for your interest in the Guglielmo Winery as a sponsor or donor. We receive a large amount of request and we take the time to review each one.

### Donation Guidelines:

- You MUST be a registered 501 (c) 3 nonprofit organization
- Only one **in-kind** request per event/organization will be considered
- Your request must be submitted at least 30 days before the event date
- Donation Request Form plus a Formal Letter from your organization must be submitted for consideration

**Please send your Donation Request Form and Formal Letter by mail, fax or email to:**

Guglielmo Winery  
1480 E Main Ave  
Morgan Hill, CA 95037

Fax: 408-779-3166  
Email: gena@guglielmowinery.com

You will be contacted by our Donation Coordinator within 14 business days of receipt, if your donation request is approved. Please be sure to fill in all fields for consideration. Incomplete forms will not be processed, and every request may not be approved.

### Organization Information:

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Please provide a brief description of your organizations purpose and who it benefits:

\_\_\_\_\_

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## Event Information:

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Location: \_\_\_\_\_

Please specify your donation request (**in-kind donations only**):

\_\_\_\_\_

Please briefly describe how Guglielmo Winery will be recognized for this donation:

\_\_\_\_\_

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### For Office Use Only:

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Donation: \_\_\_\_\_ Approved By: \_\_\_\_\_

Pick up date/Instructions: \_\_\_\_\_

