



Guidelines for Charitable Donation & Sponsorship Requests

Thank you for inquiring about a donations or sponsorship of your event and/or organization. Due to the fact that *Harry & Izzy's* receives hundreds of requests annually we have listed several guidelines to ensure the request receives proper consideration.

Guidelines for Consideration:

- Requests must be submitted in writing on event/organization letterhead.
- Requests may be submitted in one of the following ways: (Please do not submit more than one way)
 - Via email: jandrews@stelmos.com
 - Via fax: 317-687-9162; Attn: Jennifer Andrews
 - Via mail: 153 S. Illinois Street, Indianapolis, IN 46225, Attn: Jennifer Andrews,
- For consideration, requests must be received **at least 30 days prior** to the event.
- *Harry & Izzy's* will only consider contributions to not-for-profit organizations in Indiana.
- A **maximum** of one request per calendar year will be fulfilled per organization.
- *Harry & Izzy's* does not make financial contributions, donation of food items or charitable contributions that benefit only one individual or family.
- Donations are NOT automatically renewed or assumed. Each submission is evaluated on a first time basis and will not be approved based upon a prior year's participation.

Your written request on organizational letterhead MUST include the following information:

- Name of the event/organization requesting sponsorship.
- Contact person with street address, telephone number & email address to which responses can be mailed or emailed. (Calls will not be made)
- Date, description and location of the charitable event.
- Estimated attendance and demographic make up of the audience.
- History of the event and attendance/contributions from previous year.
- Opportunities for *Harry & Izzy's* to be included on advertisements and/or promotional materials.

We appreciate your interest in *Harry & Izzy's*, however, due to the large number of requests we receive we are unable to respond to all requests immediately. If we are interested in sponsoring your event/organization **we will contact you via mail** with follow-up information.

Please do NOT call to follow-up on the request as information will not be given over the phone.

On average it will take 2-4 weeks to receive a response.