



P.O. Box 25633, Greenville, SC, 29616  
415 W. Washington Street, Greenville, SC, 29601  
864.335.8401  
diningforwomen.org

## In-Kind Donation Form

\*DFW Representative - Please complete this form, give the donor a copy, and keep a copy for your records.

**THIS IS NOT A TAX RECEIPT.**

\*If a tax receipt is required, please send a copy of this form to DFW HQ for processing of the tax receipt.

**Event/Activity Description & Location:** \_\_\_\_\_

**Date(s) and Time(s) of Event/Activity:** \_\_\_\_\_

**Event/Activity Chapter, Chair Name and Contact Information:**  
\_\_\_\_\_

**Donation From: Company Name, Contact Person, Address and Contact Info:**  
\_\_\_\_\_  
\_\_\_\_\_

**Type of In-Kind Donation:**

- Food                                       Beverage
- Media/Advertising                       Awards/Medals
- Venue     Equipment
- Photography                                       Products or Services

**Description of Donation (item, quantity):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Fair Market Value of Donation:** \$ \_\_\_\_\_

**Tax receipt required?**  Yes                       No

**Would you like the donation to be kept anonymous?** \_\_\_\_\_

**Delivery/Pick up Instructions:**

DFW will pick up donation on \_\_\_\_\_ (Date, Time) at \_\_\_\_\_ (Location)

Please deliver donation on \_\_\_\_\_ (Date, Time) at \_\_\_\_\_ (Location)

Please arrive (i.e. musicians, photographers) at event on \_\_\_\_\_ (Date, Time) at \_\_\_\_\_ (Location)