

ROCHE

WINERY AND VINEYARDS

Donation Request Form

Donation Contact / Donation Solicitor

Name: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

I am a Roche Winery Carneros Club (wine club) Customer. Name on account: _____

I am a Roche Winery Futures Customer. Name on account: _____

I am not a Roche Winery Carneros Club (wine club) or Futures Customer.

Organization / Charity

Name: _____ Website: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____ 501(c)(3) Tax ID: _____

Fundraising / Event Details

Name of Event: _____ Date: _____

Address: _____ City/State/Zip: _____

Event Website: _____

Will this donation be part of (*check all that apply*):

- Live Auction Silent Auction
 Catalog On-Line Auction

Describe Further Event Details (i.e. other wineries participating, expected attendance, how fundraising helps org., etc)

Roche Winery will be promoted through (*check all that apply*):

- Auction Catalog Print Ads On-Site Banner
 Event Program Booklet Media / PR Releases On-Site Promotional Display of Winery Materials
 Event/Charity website Newsletters Email Campaign
 Other (*please explain*): _____

Donation requests will not be considered unless they comply with all of the following guidelines:

- 1) Complete this "Donation Request Form." An incomplete "Donation Request Form" will not be accepted.
- 2) With the completed "Donation Request Form," attach a cover letter on your organization's letterhead. The letter must include: 1) Your organization's non-profit Tax ID#. 2) Date, time, and place of event. 3) Details how Roche Winery can help your organization and its fundraising efforts.
- 3) The "Donation Request Form" and the cover letter must be received by Roche Winery no later than six (6) weeks before the date of the event and/or delivery of the donation is required.

Within 15 days of the receipt of your request, you will receive a response by phone or by email as to whether Roche Winery can honor your donation request. Submitting a donation request per the above guidelines does not guarantee a donation.

MAIL TO:

Roche Winery, LLC
ATTN: DONATIONS
122 West Spain St.
Sonoma, CA 95476

OR FAX TO:

(707) 935-7846
ATTN: DONATIONS