

# GUIDELINES FOR TICKET DONATIONS

The Arts Club Theatre Company, a not-for-profit registered charity, is pleased to support other charities by donating performance tickets to fundraising events. Each season the Arts Club fields upwards of five hundred requests and provides more than three hundred tickets to dozens of local charities.

## **GIVEN THE SUCCESS OF THIS PROGRAMME, DONATIONS ARE LIMITED AND APPLICATIONS MUST MEET THE FOLLOWING CRITERIA:**

- The benefiting organization is a not-for-profit registered charity.
- The application is received a minimum of 6 weeks in advance of the event or donation confirmation deadline, whichever comes first.

## **ADDITIONAL INFORMATION:**

- Each charity is eligible to receive one donation per year. As multiple events often benefit the same organization, please be advised that a donation to your charity may already have been awarded through another event.
- Preference may be given to arts events and to charities that have not received our support in the past two years.
- Special consideration may be given to organizations that recognize the Arts Club through signage and programme mention, allow cross-promotional opportunities, and offer reciprocal donations.
- Selected charities will be awarded a voucher redeemable for two tickets to a specific Arts Club production at the Stanley Industrial Alliance Stage or the Granville Island Stage. Day and date restrictions apply to donations, and seats are subject to availability. Advance reservations are required.
- Donations have no cash value and must be accepted as awarded.
- Donation award packages, which include Arts Club promotional materials, will be available for collection from the Arts Club business office (see address below). Exceptions may be made for organizations located outside the Lower Mainland.
- A succinct but thorough description of your event allows us to better evaluate your application. Please be sure to include the following information:
  - The goal(s) of your event, especially as it relates to the arts and/or your community
  - A description of your target audience(s)
  - How a donation will be used (live auction, silent auction, raffle, door prize, etc.)
  - Other relevant information

## **DUE TO THE OVERWHELMING NUMBER OF REQUESTS RECEIVED, ONLY THOSE ORGANIZATIONS THAT ARE GRANTED DONATIONS WILL BE CONTACTED.**

Please complete the application and submit to:

Arts Club Theatre Company  
Attention: Ticket Donations  
1585 Johnston Street  
Vancouver, BC V6H 3R9

Fax: 604.687.3306

# TICKET DONATION APPLICATION



Please read the “Guidelines for Ticket Donations” before completing this application. Benefiting organizations must be a not-for-profit registered charity. Only those organizations that are granted donations will be contacted.

## CHARITY INFORMATION

Name of not-for-profit registered charity: \_\_\_\_\_

Charitable registration number: \_\_\_\_\_

## CONTACT INFORMATION

Name of organization (if different from above): \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Contact tel: \_\_\_\_\_ Contact fax: \_\_\_\_\_

## EVENT DETAILS

1) Name of charity event: \_\_\_\_\_

2) Event date: \_\_\_\_\_

3) Date by which you require confirmation (please provide a minimum of 6 weeks’ notice): \_\_\_\_\_

4) Event description and how a donation from the Arts Club would be utilized (silent auction, live auction, raffle, door prize, etc.). Use additional pages as necessary.

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5) Event location: \_\_\_\_\_

6) Estimated number of attendees: \_\_\_\_\_

## ADDITIONAL INFORMATION

7) Have you received a ticket donation from the Arts Club in the past two years? If so, provide date(s) and event information. \_\_\_\_\_

8) How would you profile the Arts Club in your printed materials (event programmes, advertising, signage, etc.) and display our promotional materials (cards and posters that accompany donations)?

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9) May we contact you to request a reciprocal donation for use at an Arts Club charity event?  Yes  No

### Please submit completed applications to:

Arts Club Theatre Company, Attention: Ticket Donations, 1585 Johnston Street, Vancouver, BC V6H 3R9  
Fax: 604.687.3306