

## Standing Stone Vineyards Donation Request Form (Page 1 of 2)

*Please read our Donation and Event guidelines before completing this form.*

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

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

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

Street: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact person (if other than you): \_\_\_\_\_

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

Are you a non-profit charitable organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Organization purpose \_\_\_\_\_

Geographic area served: \_\_\_\_\_

Event description: \_\_\_\_\_

When did the planning of this event begin? \_\_\_\_\_

How will the proceeds be used? \_\_\_\_\_

Have you held this event before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of people who attended \_\_\_\_\_ Net proceeds raised \_\_\_\_\_

Did we donate to an auction? \_\_\_\_\_ If yes, what was the item, its value and what did it sell for?

Is this an annual event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of people expected to attend? \_\_\_\_\_ Cost of ticket \_\_\_\_\_

What are you requesting from Standing Stone Vineyards? \_\_\_\_\_

Are you asking winery staff to serve? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If wine is served, will it be in \_\_\_\_\_ wine glasses \_\_\_\_\_ plastic cups  
If wine is to be used for auction or other giveaway, can you pick it up at the winery?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Will food for the event be donated or purchased? \_\_\_\_\_

How will Standing Stone Vineyards contribution be included in advertising, program promotion or public acknowledgment? \_\_\_\_\_

Will you distribute winery brochures at the event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will Standing Stone Vineyards receive complimentary tickets to the event? If so, how many? \_\_\_\_\_

Will the attendance list for the event be made available to Standing Stone Vineyards?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Other wineries being asked to participate? (Circle those confirmed) \_\_\_\_\_

What licenses, insurance forms or other paperwork will be required to be provided from Standing Stone Vineyards? \_\_\_\_\_

### Donation Agreement

I agree that the above information is accurate. I agree that no Standing Stone Vineyards wines will be used for a raffle or given to anyone under 21 years of age. I understand that this is a request form only and that I will not receive a donation from Standing Stone Vineyards until the request has been confirmed by the winery. By printing your name and initialing, you are accepting this agreement.

***I have read the Standing Stone Vineyards' donation guidelines prior to completing this form.***

Name/initials: \_\_\_\_\_ Date: \_\_\_\_\_

### Please return to:

Standing Stone Vineyards, 9934 Route 414, Hector, NY 14841 (607) 582-6051  
You can also e-mail the form back to [ssvny@standingstonewines.com](mailto:ssvny@standingstonewines.com) or FAX the form to (607) 582-6312

**Our review process:** Once a month at the beginning of every month, our review committee sits down and reviews all donation request forms sent to us the previous month. If your request is for the month that you are sending it back to us (for example, if your event is April 20th and you send the form back on April 10th, chances are that your request will not be reviewed for that event and you will have to make a request for the following