



## **Tips for Requesting Donations from Businesses**

Community businesses are amazing supporters for organizations like Sweet Pea Cottage!

**1. Choose a Business:**

- a. Your friends' and families' businesses
- b. Your favorite businesses
- c. Need ideas? Just ask!

**2. Make Contact:**

- a. A visit in-person to the business will be best received
- b. Ask if the manager is available
- c. If the "decision maker" is not available, ask for email/phone contact info.

**3. Why give to Sweet Pea? Bring your **Talking Points Sheet** (in your Packet)**

**4. ASK BIG! Negotiate down if you need to :**

<b><u>Biggest</u></b>	<b><u>Bigger</u></b>	<b><u>Big</u></b>
Dinner for 10	Dinner for 4	Dinner for 2
2 Season Tickets	4 Tickets	Gift Certificate
4 VIP Passes	2 VIP Passes	2 Tickets
Service for a Year	Service for 3 months	1 Free Service
10 Private Lessons	5 Private Lessons	1 Private Lesson

You might ask your potential donor "What's the biggest Donation you've ever made?"

**5. Fill out the Auction Donation Form**

Have the donor fill out the Donation Form themselves or alongside you so that you can be sure:

- a. The item description is accurate
- b. Restrictions / limitations (expiration date, blackout dates) are clear
- c. The item's retail value is accurate
- d. A delivery date for the donation (if applicable) is set
- e. All contact info. for the person giving the donation is filled in
- f. The donor retains the pink copy

**6. Drop off the Auction Donation Form** in the Sweet Pea office or have the donor send it to the Sweet Pea office in the envelope provided.

**That's all there is to it! Thank you!**