

TO INFINITY AND BEYOND



## 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** (inside this packet).
- 4. ASK BIG!** Negotiate down if you need to:

<u>Biggest</u>	<u>Bigger</u>	<u>Big</u>
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 with the vendor:**
  - 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 information is filled in
  - f. The donor retains the yellow copy
- 6. Once information is taken, log onto our auction website and input the donation.** Another option is to return the donation form back to Sweet Pea Cottage using the enclosed envelope.

Questions? Contact [info@sweetpeacottage.org](mailto:info@sweetpeacottage.org) or visit [www.sweetpeacottage.org/auction](http://www.sweetpeacottage.org/auction)