



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
fundraising@sweetpeacottage.org or visit
www.sweetpeacottage.org/auction

