

The Coffee Bean & Tea Leaf®

Sponsorship/Donation Request Form

The Coffee Bean & Tea Leaf®, Texas would like to thank you for considering us for your event or promotion. In order to best assist us in expediting your request, please complete the form below. In addition, please include a cover letter on your Organization/Company Letterhead describing your event and organization. This request form should be submitted at 45 days prior to your event or promotion.

Please mail this information to the following:

The Coffee Bean & Tea Leaf
Attn: Donations
800 W 34th St
Suite 260
Austin TX 78705

Today's Date: _____

Organizational Information

Name of Organization: _____

5.01(c)3 nonprofit ___ Yes ___ No If yes # _____

Contact Name & Title: _____

Contact Email: _____ Contact Phone Number: _____

Organization Address: _____

Promotion/Event Information

Promotion/Event Name: _____

Event Date: _____ Event Time: _____

Event Location and Address: _____

Estimated Number of Attendees: _____

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Request Information

What would you like us to donate (beverages, gift card, gift basket or other) please be specific:

What type of advertising/efforts are you planning for your promotion/event? _____

Have we donated to your Organization/Event in the past? _____ YES _____ NO

What was the name of the previous event we donated to? _____

Would you be interested in a discount if a donation was not available? _____ YES _____ NO

Will you be picking up the donation or requiring a dropoff? _____

Additional Comments:
