



Donation Request Form

In order to help us expedite the donation procedure, please complete this form in its entirety. In addition, this form must be accompanied by a descriptive letter written on the official letterhead of the organization. Donations forms are reviewed weekly. No phone calls are necessary as to not interfere with other pertinent business.

Mail To:
Jo's Party House Donation Request
1930 Ethel St.
Lake Charles, LA 70601
Fax: (337) 433-5845

Name of your organization:
Summarize the focus of your organization (i.e. shelter, school, healthcare):
Shipping address (P.O. Boxes cannot be accepted):
Contact Person: Phone number:
Non-Profit I.D. #:
What is the date of your event?
What type of event will you be hosting? (silent or live auction, raffle, etc.)
What kind of attendance do you anticipate for your event?
What is the value of the product you are hoping for? Would you prefer a cake donation, cupcakes, gift card or money?
What specific area will these proceeds benefit?
What type of advertising are you planning to promote this event?
Additional Comments:

Signature:

Date: