



DONATION REQUEST

All donation requests must be received at least 4 weeks in advance of the event date. We donate only baked goods or gift cards, sorry, no cash donations. While we cannot donate to every worthy cause, we try our best to help where we can! Thanks for thinking of us!

Organization/Charity Event Name: _____

Event Beneficiary: _____

Address Where Event will be Held: _____

Event Date: _____ Event Time: _____

Expected Number of Event Attendees: _____

Auction, Raffle or Other: _____

Additional Event Details: _____

Contact Person: _____ Contact Phone: _____

Contact Email Address: _____

What Donation Item are you Requesting: _____

Percentage of Proceeds to go to Charity? _____% Non-profit tax ID# _____

How will the event & our business be promoted? _____

Would you be willing to pay for part of the donation? If so, how much? _____%

We kindly ask all donation requests be accompanied with a self-addressed stamped envelope.

Envelope attached? Yes ___ or No ___

If your donation cannot be mailed or you prefer to pick it up in-person, which store location would you prefer? (Ann Arbor) (Birmingham) (Ferndale) (Plymouth)

Requests may be submitted by mail, fax or email to:

*Cupcake Station
P.O. Box 182280
Utica, MI 48318
(855)286-7254
cs@cupcakestation.com*