

# CIRCLE THEATRE



COMMUNITY CIRCLE THEATRE, INC.  
1700 FULTON ST E | GRAND RAPIDS, MI | 49506  
CIRCLETHEATRE.ORG  
EMAIL TO: BOXOFFICE@CIRCLETHEATRE.ORG

## IN-KIND DONATION REQUEST

The mission of Circle Theatre is to enrich, entertain and educate our community through exceptional theatrical arts in an intimate setting. Every summer, Circle Theatre produces five main stage productions — three musicals and two plays — from May through September plus the Magic Circle Family Show and the Summer Concert Series. Each year, Circle offers nearly 80 performances playing to over 30,000 local theatre patrons.

The purpose of this In-Kind donation request form is to assist many deserving organizations to raise necessary funds for their respective causes. Therefore, donation items are only available for auctions, raffles, or giveaways to benefit non-profit organizations. Donation items may NOT be sold for a profit or for personal gain. Please understand that a completed application is not an agreement to fulfill your request. Each request must be submitted via mail or email through this official form and accompanied by an event flyer, invite, etc. Because we receive many requests, please submit your application at least 4 weeks prior to the event date.

### SECTION ONE

ORGANIZATION INFORMATION

ORGANIZATION / GROUP NAME

MISSION / PURPOSE OF ORGANIZATION

CONTACT PERSON / POSITION

STREET ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

WEBSITE

IS YOUR ORGANIZATION A 501(c)(3) NONPROFIT?

YES

NO

TAX ID

**CIRCLE THEATRE PROGRAMMING RUNS DURING THE MONTHS OF MAY - SEPTEMBER.**

*Donation requests for events in late August or early September may be denied due to limited programming options.  
Donation requests for events in late September - December of the current year will be processed in September, after programming for the following season has been announced.*

COMMUNITY CIRCLE THEATRE, INC.  
1700 FULTON ST E | GRAND RAPIDS, MI | 49506  
CIRCLETHEATRE.ORG

## SECTION TWO

EVENT INFORMATION

EVENT TITLE (please include a flyer, postcard, or additional information regarding the event)

EVENT DATE LOCATION TIME

EVENT DESCRIPTION / PURPOSE # OF EXPECTED ATTENDEES

IN-KIND DONATION REQUEST APPX. VALUE  
(Items and their value will vary based on availability)

INTENDED USE OF IN-KIND ITEM(S):  
SILENT AUCTION LIVE AUCTION  
RAFFLE ITEM DOOR PRIZE  
OTHER

DATE ITEMS NEEDED BY

## SECTION THREE

BENEFIT / RECOGNITION INFORMATION

PLEASE LIST ANY & ALL BENEFITS / RECOGNITION CIRCLE THEATRE WILL RECEIVE\*  
Please tag Circle Theatre Grand Rapids on Facebook, @CircleTheatreGR on Twitter, and @circletheatregr on Instagram.

\*Please contact us to request a high-resolution Circle Theatre logo

IN WHAT WAY(S) ARE YOU PROMOTING YOUR EVENT?  
EMAIL NEWSLETTER MAILING (SNAIL MAIL)  
WEBSITE COMMUNITY / FLYER / POSTER  
FACEBOOK FACEBOOK INVITE  
OTHER SOCIAL MEDIA (LIST)  
OTHER (LIST)

SUBMIT COMPLETED FORM VIA EMAIL TO:  
BOXOFFICE@CIRCLETHEATRE.ORG  
OR MAIL COMPLETED FORM TO:

CIRCLE THEATRE  
1700 FULTON ST E | GRAND RAPIDS, MI | 49506