



**Russ'**  
Restaurants

# Advertising Request Form

RESTAURANT USE:  
This form was dropped off on: \_\_\_\_\_  
(date)  
at \_\_\_\_\_  
(restaurant location)  
and received by \_\_\_\_\_  
(employee signature)

### Donation Request Process:

1. Please fill out this form clearly and completely to avoid confusion or a delay in your important donation request.
2. For all donation requests, this form must be dropped off or mailed to any Russ' Restaurant location.
3. We will be contacting you within two weeks of submitting your request.
4. Thanks so much in advance for your patience in this process. Your request is important to us.

Organization: \_\_\_\_\_

What type of advertising you are requesting? (sponsorship, program ad, etc) \_\_\_\_\_

Where will the advertising be located? (program, yearbook,, etc) \_\_\_\_\_

Is there an event connect to the advertisement? \_\_\_\_\_

Event Name: \_\_\_\_\_

Date of the Event: \_\_\_\_\_ Number of People attending (approx.) \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Event Description (the cause, who this will benefit, etc) \_\_\_\_\_

Have you submitted a request to other Russ' locations? Which locations? \_\_\_\_\_

Have you submitted a request in the past? \_\_\_\_\_

If Yes, what did we donate? \_\_\_\_\_

Price sheet for advertising

Brochures , etc.

### Contact Information:

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Due to the number of donation requests received, a submitted form does not guarantee a donation.**

**Manager use only:** GIFT CARD DONATION VALUE: \_\_\_\_\_ FOOD DONATION VALUE: \_\_\_\_\_

Food donation description /cost: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_