

# THEATRE CALGARY Guidelines for Ticket Donations

Theatre Calgary is a not-for-profit registered charity and is pleased to support many community and charity events each year by donating performance tickets to charity fundraising events. Each season Theatre Calgary provides over 2500 tickets to over 300 local charities and fields over 3000 requests. Given the success of this program, and the large number of requests ticket donations are limited and must meet specific criteria.

Recipients of tickets must satisfy one of the following criteria:

- A sponsor or subscriber to Theatre Calgary
- The organization **must** be a non-profit registered charity
- The event is an arts or community event

Consideration will also be given to events that:

- Recognize the Theatre Calgary through signage and/or program mention
- Allow cross promotion opportunities and reciprocal donations

Please complete the following [Donation Request Form](#) or print out and submit to:

**Theatre Calgary**  
**Attn: Ticket Donations**  
**220 9<sup>th</sup> Avenue S.E.**  
**Calgary, AB T2G 1C4**  
**Fax: (403) 294-7493**

In order to allow sufficient time to review your request, all requests should be received at least 4 weeks in advance of the event.

Theatre Calgary has a limited number of tickets available for donation per month. Once this allotment of tickets has been awarded, we are unable to accommodate other donation requests. Each charity will only be eligible to receive one donation per calendar year. As multiple events often benefit the same charity organization, please be advised that a donation to your charity may have already been issued through another event.

**Restrictions apply on tickets donated. Donations will be made for select performances only. All ticket donations must be accepted as awarded. No cash value.**

*Theatre Calgary is a not-for-profit charitable foundation.*

# Theatre Calgary

DONATION REQUEST FORM

*Please make sure that you have read  
and understand the preceeding  
Donation Request Guidelines.*

Please complete the following **contact information**:

Name of Charity: \_\_\_\_\_

Name of the Company organizing the Charity Event (if different from above):  
\_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone: (Daytime) \_\_\_\_\_ (Cell) \_\_\_\_\_

Contact Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## **Event Details**

Name of Charity Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

(We require at least 4 weeks notice of your event)

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

Short Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

## **Additional Information**

Are you a not-for-profit registered charity?  Yes  No

If yes, please provide your charitable registration number \_\_\_\_\_

May we contact you to request a reciprocal donation for use at one of our upcoming charity events?  Yes  No

If yes, when do you require confirmation by? \_\_\_\_\_

Will you provide profile for Theatre Calgary in any printed materials (event programmes, advertising etc.)?  Yes  No

Has your organization received a ticket donation from Theatre Calgary in the past 12 months?  Yes  No

Please submit your completed form to:  
Theatre Calgary, 220-9th Ave SE, Calgary AB., T2G 5C4  
Fax Number (403) 294-7493

Thank you for your request. Only those requests accepted will be contacted.

**Theatre Calgary is a Not-for-Profit Charitable Foundation**

*As per Theatre Calgary's Privacy Policy, your information collected will only be used strictly by Theatre Calgary for the purpose of your donation request. Your information will not be distributed to outside sources.*