



1432 Via Lacqua • San Lorenzo, CA 94580  
510-278-8004

## DONATION REQUEST

We at Gala Bakery love to help our community! However, we do have some requirements in order to provide as many organizations as possible.

Please fill out the bottom portion of this page and include all information. It will not be accepted unless it is complete. Please provide us 6-8 weeks before event date. We will do our best to respond to you via email or mail before your event.

Organization Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

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

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

Contact Phone #: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

We ask that you provide us complete donation request (ex: cake size, gift card amount, etc.) Purpose of event and how you plan on using Gala Bakery for your event. (ex: raffle, auction, bake sale, etc.)

---

---

---

---

---

---

---

---

---

---

Request will not be granted without Tax ID # & Letter on your Organization Letterhead

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Donation amount: \_\_\_\_\_ Mail: \_\_\_\_\_ Picked up: \_\_\_\_\_

Tax ID Letter Must Be Attached: \_\_\_\_\_ Completed by: \_\_\_\_\_

[cakes@galabakery.com](mailto:cakes@galabakery.com) • [www.galabakery.com](http://www.galabakery.com)