



Donation Request

**Donation requests must be submitted at least 3 weeks before event date.
We do not make any Cash donations, only Baked Goods or Gift Certificates.**

Charity or Fundraiser Event _____

Location _____

Event Date _____ Event Time _____

Any Other Event Details (i.e. Set-up time, Display Materials, etc.) _____

Contact Name _____

Contact Number _____

What are you requesting? _____

What percent goes to Charity? _____

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

How much of the money raised will go toward the charity? _____%

Is there an admission charge for the event? If yes, Explain _____

Are you able to pick up what you're requesting? Yes No
(If the donation is a gift certificate and you are unable to pick it up, please send us a self-addressed stamped envelope)

If picking up, which location would you pick it up from? Birmingham Ann Arbor

How will this Event and our business be promoted? _____

If you need our Logo or Pictures, where do we send? _____

Please Fax this form to the number below. While we can't donate to every request we receive, we try to help whenever we can.

The Cupcake Station
136 N. Old Woodward Ave.
Birmingham, MI 48009
248.593.1903 • FAX 248.334.7927