

John Ross Palmer

Charitable Donation Request Form

1. Applicant Name: _____

2. Applicant Contact Details:

3. Organization/Event Name: _____

4. Date of Event: _____

5. Times of Event: _____

6. Location of Event: _____

5. Organization/Event website: _____

7. Item(s) you are requesting from John Ross Palmer:

8. How do you plan to use John Ross Palmer's donation (silent auction, live auction, other, etc.)

9. How do plan to promote your event *and* the presence of John Ross Palmer’s donation there?

10. Are you requesting John Ross Palmer to be named as your Featured Artist or Artist of the Year? If no, please list your event’s Featured Artist or Artist of the Year. _____

10. If you are selling an item of John Ross Palmer’s, do you split the sales proceeds with the business of John Palmer Art? _____

11. Briefly tell us about your organization or event—how is John Ross Palmer’s donation right for your organization or event?

Agreements and Understandings

- 1. All donation request forms must be submitted to the business of John Palmer Art via mail to 1218 Heights Boulevard, Houston, Texas 77008. Requests will not be considered by any other form of delivery.**
- 2. Donation request forms must be post-marked at a minimum of six months in advance of your event or they will not be considered.**
- 3. If you plan to use John's name, images of his artwork or any reference to John Ross Palmer on any written (invitations, save-the-dates, etc.) or electronic media (website, Facebook, Twitter, etc.), all materials must be pre-approved by the business of John Palmer Art. You must allow reasonable time for this pre-approval process.**
- 4. If you are selling the artwork of John Ross Palmer in an auction style, the business of John Palmer Art will give you a minimum bid. Your organization or event is strictly prohibited from deviating from the minimum bid.**
- 5. Prior to the event, a representative from your organization must consult with a representative from John Palmer Art on how the auction will work. Agreements must be reached regarding minimum bid increments and how the sale is handled properly.**
- 6. If John Ross Palmer makes a donation or is featured at your event, you agree to insure that the business of John Palmer Art receives no less than 10 complimentary (VIP) tickets to the event.**
- 7. If there is an agreement to share a portion of the final sales price with the business of John Palmer Art, if the item is sold, payment is due to John Palmer Art no later than five (5) business days after the date of the event.**
- 8. If John Ross Palmer makes a donation to your event, the piece is technically on "loan" from him to your organization until it is sold. If it fails to sell, it must be returned to the business of John Palmer Art no later than three (3) business days after the date of the event.**
- 9. If you require the presence of John Ross Palmer at your event, he will agree to be there for a maximum of two hours. This time limit will only be altered at the sole discretion of John Ross Palmer.**
- 10. Supplemental materials to this request form are not encouraged. They will be reviewed, however, within reason.**

Printed Name of Representative	Representative Signature	Date
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