



## Donations & Discounts

Total Events is a community-minded organization, and from time to time, we are able to assist organizations seeking products and services to help them in making an impact in their fundraising efforts. Although it is impossible for us to accommodate every request, we review each on a yearly basis to determine benefits and fundraisers that align with our company's objectives. To be considered, your committee or organization must submit your request in writing, addressing each of the following questions:

- What is the date of the event?
- What type of equipment or service are you requesting?
- What group or person does the event benefit?
- What is the gross amount the event will bring in?
- What is the net amount the event will give to charity?
- What are the costs to attend the event?
- How many people are expected?
- How Total Events will be recognized in signage, program books or other media?
- What are the levels of participation you are seeking from other vendors/benefactors?

All requests are determined well in advance of the upcoming calendar year (November). At that time we will review all requests and determine how we are able to assist your needs. If you have been selected for Total Events participation, you will be notified in writing as to our intentions. If your event occurs on a yearly basis, each organization must submit a request for every year the event is held.

Once again, we make every effort to accommodate every request that aligns with our company's objective, and look forward to working with your organization in the future.

**Send requests to:**

Total Events  
4021 State St.  
Niskayuna, NY 12304