



Donation Guideline

2018

City Base Entertainment Management

Application Process

We require a formal donation request submitted in writing on organizational letterhead including the nature of the event, 501 (c)3 status, date of the event and how the item will be used (i.e. silent auction, raffle, etc.).

The City Base Entertainment Online Donation Request Form must also be completed in its entirety. All donation requests must follow the guidelines listed below:

- Must be submitted at least four weeks prior to the date for which the donation is needed, no exceptions.
- Donation requests must be received by mail, please refrain from both emailing and mailing your request. Email requests will not be considered.
- If request is approved, the organization must pick up the donation on-site or provide a self-addressed and stamped envelope.

- All requests should be submitted to:

City Base Entertainment

Attention: Brad Smith, Managing Partner

2623 SE Military Drive

San Antonio, Texas 78233