

## To Request a Donation from Avanti's Italian Restaurant:

- 1) Please submit a typed request letter on your organization's letterhead at least six weeks before your event. This request letter must include the following:
  - Your name
  - The name and objective of your organization/event
  - The date, time, and place of your event
  - The number of people expected to attend the event.
  - What type of donation you are requesting (gift certificates, food, etc.)
- 2) Please include a copy of your Federally issued, tax-exempt letter.

You may submit your request letter by:

- 1) Mail  
Avanti's Italian Restaurant  
Attn: Donation's Coordinator  
4711 N. Rockwood Rd.  
Peoria, IL 61615
- 2) Electronic Mail  
avantisdonation@insightbb.com
- 3) Fax  
309-688-9053

A response letter will be sent out within two to three weeks of receiving your request letter. Our response letter will be sent to the address on the letterhead, unless otherwise specified in your request letter. If you have not received a response letter or been in contact with the donation's coordinator within three weeks of sending the letter, please call the Avanti's Corporate Office at (309) 685-2409.

Examples of past donations include:

Fundraisers  
School carnivals  
Silent auctions  
Raffles and drawings  
Luncheons  
Church groups  
Races

\*When requesting a food donation, the donation's coordinator will arrange a time for you or someone from your organization to pick up the donation from one of our three restaurants in the area. Please bring your Federally issued, tax-exempt letter with you at the time of the pick up.