



## **TICKET DONATION REQUEST GUIDELINES**

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The Thousand Oaks Alliance for the Arts (TOARTS) is proud to support local non-profit organizations through the donation of tickets for fundraising events. While TOARTS would like to grant all requests, we have a limited number of tickets available for donations each year. It is our policy to only make donations to other 501(c)(3) non-profits located within the City of Thousand Oaks with priority given to organizations as follows:

- Arts organizations
- Education organizations
- Civic service club organizations
- Other non-profit organizations

TOARTS can provide a ticket donation only once per year (July to June) to each beneficiary group. The beneficiary of the event may have already received a donation from TOARTS, since multiple events often benefit a single group. Donations may not benefit a specific religious or political organization or any organization that represents an issue generally regarded as political. Donations will not be made to individuals under any circumstances. TOARTS does not issue monetary donations and donations are limited to fundraising events only.

### **Ticket Donations**

Approved ticket donations will consist of a ticket voucher redeemable for two (2) top price tickets (not counting tickets allocated for VIP or Fan Club packages) to a specific TOARTS “CAP Presents” presented performance. CAP Presents performances typically consist of popular headline musical and comedy artists or family shows. The voucher must be redeemed at the Civic Arts Plaza box office and may not be redeemed for cash or applied to other performances. Ticket donations will be available for CAP Presents performances selected by TOARTS and are based upon availability. TOARTS will provide the organization with the financial value of the donation.

Organizations seeking ticket donations for performances presented by 5 Star Theatricals, Distinguished Speakers, New West Symphony, Pacific Festival Ballet, Theatre League or other performances not presented by TOARTS should contact those organizations directly.

### **Application Process**

Organizations must submit their donation request at least 45 days in advance of the event date in order to ensure adequate time for TOARTS to review, process, and deliver an approved

donation in a timely manner. Requests must be submitted on the organization's formal letterhead and include the following information:

1. Name of the organization
2. Mission statement of the organization
3. Organization's nonprofit tax ID number
4. Contact name and title of the individual at the organization
5. Contact phone number
6. Contact email address
7. Address to which a donation ticket voucher may be mailed
8. Title and description of the event
9. Date, time and place of the event
10. Expected attendance
11. How the donation will be utilized (silent auction, live auction, etc.)
12. Available opportunities to promote TOARTS performances at the event
13. How TOARTS will be recognized for its donation
14. Deadline for inclusion in recognition opportunities

Donation requests should be mailed to Ticket Donation Request, Thousand Oaks Alliance for the Arts, 2100 Thousand Oaks Blvd, Thousand Oaks, CA 91362. Requests may also be faxed to 805-449-2777. TOARTS will attempt to respond to all donation requests within two weeks of receipt of the application.

TOARTS maintains the right to suspend the ticket donation program at any time without notice.