

## Community Event Food/Drink Solicitation

\*\*\*Everything in all caps is meant to be edited and specified to you/the ask\*\*\*

**EMAIL ASK:** found email online

Subject: Austin Parks Foundation -Park Community Event Donation Request

Hello (NAME if you can find one),

My name is YOUR NAME and I'm a park project leader for PARK LOCATION HERE, working alongside Austin Parks Foundation to improve our local neighborhood green space. I was reaching out to see if BUSINESS would be interested in donating # FOOD/DRINKS for my project's volunteers.

My project is at PARK LOCATION and our focus will be TASK OR ACTIVITY. I'm expecting # volunteers to come out and lend a hand for my project.

I would be elated to have BUSINESS donate some much needed FOOD/DRINKS for our community park project. If you choose to donate, you will receive an in-kind tax acknowledgement letter that includes the Austin Parks Foundation tax EIN: 74-2648803. Let me know if you have any questions.

Thank you so much!

YOUR NAME

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**PHONE CALL ASK:** found phone number online

Hi, my name is YOUR NAME! May I please speak to a manager?

I am organizing a community park event for my local neighborhood green space, and I was hoping BUSINESS would be interested in donating FOOD/DRINKS for the event's volunteers. If you choose to donate, you will receive an in-kind tax acknowledgement letter from our partner Austin Parks Foundation.

***If yes:***

Awesome! May I get your name and email to follow up with and coordinate the donation?

***If no:***

Okay, no problem. Thank you so much for speaking with me today. Hope you have a great day!

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**EMAIL ASK:** following phone call

Subject: Austin Parks Foundation - Community Park Event Donation Request

Hello (NAME if you can find one),

Thank you so much for speaking with me over the phone about donating FOOD/DRINKS for our community park event on DATE!

I'm partnering with Austin Parks Foundation to have our community event at PARK LOCATION and our focus will be TASK. I'm expecting # volunteers to come out and lend a hand for my project.

Your FOOD/DRINK donation would be an amazing contribution in supporting our volunteers and making Austin's parks more safe, accessible, and equitable. If you choose to donate, you will receive an in-kind tax acknowledgement letter that includes the Austin Parks Foundation tax EIN: 74-2648803. Let me know if you have any questions!

Thank you so much,  
YOUR NAME