



# SANFORD CENTER

## Charitable Ticket Donation Request

### Donation Policy

As a nonprofit organization, the Sanford Center has a limited number of tickets available for use by other nonprofit, charitable entities. **It is policy to only donate to 501(c)(3) organizations.** Ticket donations are only considered for use at fundraisers.

*Before submitting a request, please note the following:*

- The request *must* be presented on the organization's letterhead.
  - Include organization name, mailing address, event name and date. Also, provide the name, phone number and email address of a contact person.
- The request must be made at least four weeks in advance of the organization's event.
- Tickets will be distributed on a first-come, first-served basis.
- Once a request has been received and reviewed, the contact person will be notified by email if the request has been granted.
- If a request has been approved, tickets will be placed at the Bob Lowth Ford Pick-Up Windows at the Sanford Center (Mon-Fri, 10AM-5:30PM).
- Tickets will need to be picked up in person (with a photo ID) by the contact name listed on the original letter.

Requests must be received in writing by mail or email.

Mail:

Sanford Center  
Ticket Donation Request  
1111 Event Center Dr NE  
Bemidji, MN 56601

Email:

[info@thesanfordcenter.net](mailto:info@thesanfordcenter.net)