

**(((NON-PROFIT / FUNDRAISER EVENT CHECK-LIST)))**

Make formal request on your companies official letterhead,
email to info@bigbodyradio.com Please include the following:

- DATE YOU ARE SENDING US THE REQUEST
- NAME OF YOUR COMPANY & CONTACT INFO
(PHONE, EMAIL, ADDRESS)
- NAME OF NON-PROFIT & CONTACT INFO AT NON-PROFIT
(PHONE, EMAIL, ADDRESS)
- 501c3 TAX ID NUMBER
- DATE AND TIME OF EVENT
- LOCATION OF EVENT
- DESCRIPTION OF EVENT
- WHAT ARE YOU REQUESTING FROM BIGBODY RADIO

