



## Ticket Donation Requests

Thank you for your interest in Science Museum Oklahoma! The museum receives a large volume of ticket donation requests and allots a limited number of tickets for this purpose each month. Each request is handled on a case-by-case basis and donations are not guaranteed. Any organization may submit a request; however requests from schools, school-related groups and nonprofits are most likely to be fulfilled.

Please note that ticket donations may only be used as standalone items and cannot be used for silent auctions, raffles or be exchanged for money in any way. Misuse of donated tickets may result in future requests being declined.

- Donation requests should be submitted at least six weeks prior to the event date to ensure a response in advance of the event.
- Completed donation requests may be submitted via mail or email to Science Museum Oklahoma, Attn: Ticket Donation Request, 2020 Remington Place, Oklahoma City, OK 73111 or [hdavis@sciencemuseumok.org](mailto:hdavis@sciencemuseumok.org).
- Please do not call for approval status. All requests will receive a timely response.

\_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Organization Type: \_\_\_\_\_

*Nonprofit, school, for-profit, other (please specify)*

Event Type: \_\_\_\_\_

*Annual fundraiser, community festival, networking event, other (please specify)*

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_

**For Science Museum Oklahoma Internal Use Only**

Date received: \_\_\_\_\_ Number of tickets provided: \_\_\_\_\_

Letter sent: \_\_\_\_\_ Initials: \_\_\_\_\_