

# The Pasta House Co. Donation Guidelines

The Pasta House Co. is happy to help non-profit groups and their fundraising efforts in communities surrounding our restaurants whenever possible. Because we are located in over 25 communities, many requests are received each week. We ask that you follow our guidelines and provide us with advance notice.

## **GUIDELINES AND PROCEDURES:**

1. All request must be in writing, clearly indicating the organization requesting the donation
2. Request should include:
  - Basic information about the charity / event
  - A contact name, address and phone number
  - The date of the event
  - Expected number of people attending event
  - Any corresponding flyer / pricing information
3. Requests must be received (4) – (6) weeks prior to your event.

We cannot fill requests without proper notification.

4. Send one request to:
  - The Pasta House Co.
  - Attention: Fran Pulizzo
  - 1143 Macklind Ave.
  - St. Louis, MO 63110

OR Fax to: 314-531-2499

Again, thank you for considering The Pasta House Co. when planning your event. We appreciate opportunities to sponsor worthy causes throughout our community!