



## **SCFD TICKET REQUEST POLICY (2018-2019)**

**Butterfly Pavilion receives an extremely high volume of SCFD ticket requests throughout the year and we strive to accommodate as many as possible; however, a limited number of tickets are available annually. The following guidelines must be adhered to in order to receive these tickets.**

### **What we donate:**

Our customary SCFD ticket package is a 4-pack of one-day admission passes to the Pavilion. We do not provide monetary donations, gift bags, memberships or items from our gift shop. Passes expire one year from your event date and cannot be extended.

### **Applying for an SCFD Ticket Package:**

All requests must be submitted on your organization's letterhead or event flyer **4 weeks prior** to your event.

#### **This document should contain the following:**

- ✓ Brief description of organization
- ✓ 501(c)3 tax-exempt ID number (state or federal is acceptable)
- ✓ Date, time and location of event
- ✓ How the tickets will be used (silent auction, raffle, door prize, live auction, etc.)
- ✓ The name, address, phone & email of the contact person
- ✓ The address the tickets are to be mailed to

#### **Items that must accompany your letterhead or event flyer:**

- 1) A check for \$4 written out to "Butterfly Pavilion" or \$4.00 in cash will be accepted. This small fee covers our processing costs (postage, paper, etc).
- 2) You may attach a copy of your organization's IRS letter or tax exempt certificate if not included in letter.

#### **3) General Guidelines/Information:**

- Butterfly Pavilion only grants SCFD tickets to 501(c) 3 tax-exempt organizations.
- Requests must be received at least 4 weeks prior to the event date to allow for processing and mailing.
- We honor one request per organization, per year. 4 tickets only. (Multiple requests will not be processed.)
- Please no in-person requests. You are welcome to drop off a request, but it will not be fulfilled on demand.
- Donations cannot be given for reward or incentive programs.

**Note:** *We are a proud member of SCFD.org. We ask for \$1 per ticket for a maximum of 4 tickets, (\$4 total), we include the total count of gifted admissions in our annual SCFD grant writing process.*

**Failure to provide the above outlined information may result in denial.**