



**RiverCenter
AdlerTheatre**

Charitable Ticket Donation Request

Donation Policy

As a nonprofit organization, the RiverCenter Adler Theatre 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:

- Request must be presented on an 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.
- Tickets will be distributed on a first-come, first-served basis.
- Request must be made at least four weeks in advance of an event.
- Once a request has been received and reviewed, the contact person will be notified by email as to whether or not the request has been granted.
- If a request has been approved, tickets will be placed at the Adler Theatre Box Office (Mon-Fri, 10AM-5PM).
- 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:

Ticket Donation Request
Adler Theatre
136 E. 3rd Street
Davenport, IA 52801

Email:

promotions@riverctr.com