



# FERNBANK<sup>®</sup>

MUSEUM OF NATURAL HISTORY

## **Ticket Donation Procedures**

Please read the following guidelines before submitting your request.

Fernbank Museum accepts applications from Georgia schools or 501(c)(3) non-profit organizations to be used for fundraising purposes. Fernbank awards a maximum of two Museum admission tickets to an organization per year. As a non-profit organization, Fernbank Museum is unable to provide complimentary tickets for other groups or organizations.

All requests for ticket donations must be received in writing on company or organization letterhead and should include: name of contact person; complete address and phone number; statement and purpose of organization and fundraising event (silent auction, etc.); tax ID #; and the date of the event.

We are not able to accept requests sent via fax or e-mail.

Requests should be submitted at least six weeks prior to the event date to allow time for processing and mailing and should be addressed to:

Fernbank Museum of Natural History  
Community Relations  
767 Clifton Road, N.E.  
Atlanta, GA 30307

**Please include a self-addressed stamped envelope with your request.**

Due to the volume of requests we receive, it is not possible to respond personally to each one.

Each school or organization is eligible for one donation per year. Due to the number of requests we receive, we cannot guarantee that all requests will be filled.

*Thank you for your interest in Fernbank Museum of Natural History  
and best of luck with your event!*