



Concord Recreation

Donor Plaque Request Application

Thank you for your generous support of Concord Recreation. We request that the donor work with the Director of Recreation and the Select Board to have the gift accepted and entered our Town system *before* completing this “Donor Plaque Request Application.” All requests are subject to review and approval by Concord Recreation and the Town of Concord.

1. Donor Information

- **Name (Individual Filling Out this Application & Organization):**

- **Primary Contact Person (s) (if organization):**

- **Address:**

- **Phone Number:** _____ **Email Address:** _____

2. Donation Information

- **Type of Donation (check one):**
 - Financial Contribution
 - In-Kind Donation
 - Sponsorship
 - Other (please specify): _____
- **Amount or *Estimated* Value of Donation: \$** _____
- **Date of Donation or Expected:** _____
- **Designated Use or Program (if applicable):**

3. Donor Plaque Request Details

- **Preferred Location of Plaque (subject to approval):**

- **Requested Plaque Wording (subject to formatting and content guidelines):**
Please write exactly how you would like the text to appear (e.g., name, message).

- **Preferred Plaque Size or Material (optional):**

4. Acknowledgements and Signature

Please review and acknowledge the following:

- All plaque requests are subject to approval by Concord Recreation and the Town of Concord.
- Concord Recreation reserves the right to modify plaque wording, size, placement, or deny requests that do not align with Town policies.
- Final design, location, and installation timeline are at the discretion of Concord Recreation.
- Donor plaques are considered recognition gifts and do not constitute advertising or ownership rights.

I have read and agree to the above terms.

Signature: _____

Date: _____

Thank you so much for thinking of Concord Recreation. Please submit your completed applications to the Concord Recreation Department via email, and we will reach out to you once we have had time to review your application:

“Attn: Director” in the Subject Line,

Email: concordrec@concordma.gov