

# Donation Requests

**Please read the following information outlining the guidelines for donation requests**

Thank you for your interest in obtaining a donation from the Westin Poinsett. As the Upstate's only full-service, four diamond hotel, we receive numerous requests from worthy causes such as yours. For that reason, it has become increasingly more difficult for us to meet the demand for all requests that we receive. Therefore, guidelines have been implemented in order to assist as many organizations as possible.

If you are interested in seeking a donation, all requests must be received in writing via email or fax on the organization's letterhead **AT LEAST 30 DAYS IN ADVANCE** of the event date. No phone calls please.

*All requests are for trade only - we do not make any monetary donations.*

**PLEASE SUBMIT YOUR REQUEST TO ONE OF THE FOLLOWING:**

1. Email: [Jennifer.Childs@ihrco.com](mailto:Jennifer.Childs@ihrco.com)
2. Fax: 864.421.9719

\* Please identify your document as, "**Donation Request**" in the attention field.

**\*\*If you wish to redeem a gift certificate, please contact the hotel directly at 864.421.9700.**

**THE WESTIN POINSETT**  
GREENVILLE  
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