



2017 Final Campaign Report

DATE: _____

Company Name: _____ Total # of employees: _____

Company Address: _____

Employee Campaign Coordinator: _____ email: _____ Phone: _____

Payroll Contact: _____ email: _____ Phone: _____

Corporate Gift Billing Contact: _____ email: _____ Phone: _____

Person completing this form: _____ email: _____ Phone: _____

CHECKLIST: Please be sure to include the company name on each pledge card. To receive ArtsPass benefits, donors must check the box and include an email address.

Separate gifts into the following categories:

Payroll Deduction - Enclose original pledge cards.
 Deduction Start Date: **PLEASE MAKE COPIES OF PLEDGE CARDS BEFORE MAILING.**
 _____ Your payroll department will need a copy of each pledge card.

ArtsWave Direct Billing - Enclose pledge cards.

Check - Attach check to the corresponding pledge card. Do not separate checks from pledge cards.
 Please verify all checks are payable to ArtsWave

Credit Card - Enclose pledge cards.

Special Event - Enclose a pledge card marked "Special Event" and attach checks to this card.

Please itemize your campaign results below

ArtsWave USE ONLY
 date completed: _____ audited by: _____

Type of Giving	Number of Cards	Amount Pledged	\$ Amount Enclosed	Number of Cards	Amount Pledged	Amount Enclosed
Corporate Gift		\$	\$		\$	\$
Payroll Deduction		\$	\$		\$	\$
Credit Card		\$	\$		\$	\$
ArtsWave Direct Billing		\$	\$		\$	\$
Checks (NO CASH*)		\$	\$		\$	\$
Special Event		\$	\$		\$	\$
TOTAL ENCLOSED (with this report)		\$	\$		\$	\$

Are these the final results of your campaign? Yes ___ No ___

Have you made copies of payroll pledge cards for your payroll department? Yes ___ No ___

Are all pledge cards filled out completely with names, addresses and signatures? Yes ___ No ___

Comments: _____

Please DO NOT send cash. Replace cash with a check.

Please FAX (513-871-2706) or scan and email this completed form to your ArtsWave liaison

All pledges and donations should be mailed to:

ArtsWave, P.O. Box 630561, Cincinnati, OH 45263-0561