

# MATCHING GIFT GUIDELINES



[PLAYHOUSESQUARE.ORG/MATCHINGGIFTS](http://PLAYHOUSESQUARE.ORG/MATCHINGGIFTS)

A company matching gift is a great way to increase the impact of your support to Playhouse Square. Plus, you reap the benefits when a matching gift qualifies you for an upgraded membership! To see if your company has a matching gift program, visit the website above and search our database. We strive to make the matching gift process as easy as possible and are happy to assist you in any way. Please review the following guidelines as a way to ensure your matching gift is received.

## What do we need from you?

- 1.) Please answer the matching gift questions on the online form or download a copy of the form at [playhousesquare.org/matchinggifts](http://playhousesquare.org/matchinggifts). If you are sending a hard copy, please send it to Meg Colwell, Playhouse Square, 1501 Euclid Avenue, Suite 200, Cleveland, OH 44115 or email [meg.colwell@playhousesquare.org](mailto:meg.colwell@playhousesquare.org).
- 2.) Complete the paperwork required by your company and submit it to Playhouse Square. Many companies are using online portals to fulfill matching gifts, in which case Playhouse Square will confirm your donation electronically.

**That's it!** Once we receive confirmation of your match, we will record the pledge, upgrade your membership if applicable\*, and notify you by email. Sometimes it takes a few months to receive the matching gift donation depending on your company's distribution schedule. Once we receive the donation, we will notify you again by email so you can be sure your matching gift pledge has been fulfilled.

## Questions or concerns? Please contact:

Meg Colwell  
Gift Processing & Data Entry Coordinator  
P: 216-640-8409  
E: [meg.colwell@playhousesquare.org](mailto:meg.colwell@playhousesquare.org)

*\*Please note, that any unpaid matching gift pledges after one year will be removed. Upon the next annual renewal, if the donor then submits another matching gift pledge, the donor's membership will not be upgraded until the actual matching gift donation is received within the following year.*