

## WesternU Donor/Prospect Meeting Support

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

Host(s): \_\_\_\_\_

Attendee(s), their Affiliation and Contact Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advancement will reach out to the submitter of this form prior to contacting any donors indicated within contact information above.

Meal and/or Entertainment total: \$

Type (check one)

- Qualification: Initial Visit; Researching philanthropic interest and capacity
- Cultivation: Building relationship toward a solicitation
- Solicitation: Making the ask; Presenting a proposal
- Stewardship: Post-gift thank you; Sharing gift impact

Summary (e.g., "Dinner with Dr. Mary Smith, CEO of company XYZ"):

\_\_\_\_\_  
\_\_\_\_\_

Purpose of meeting (including what was discussed, new information, and next steps):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_