



# Event Request Form

Event name: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Name of contact person for event: \_\_\_\_\_

Business name: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event location: \_\_\_\_\_

\_\_\_\_\_

This event will collect:  Food donations  Monetary donations  Both

Event Website (if applicable): \_\_\_\_\_

Does this event benefit or involve any other organizations?  Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Is this event open to the public?  Yes  No

Requests for support from the Food Bank (check all that apply, all requests are pending availability and approval)

Event listing on [www.nhfoodbank.org](http://www.nhfoodbank.org)

Food Bank promotional materials (examples: newsletters, latest direct mail piece, brochures)

Food drive boxes (donor must pick up from the Food Bank), number requested: \_\_\_\_\_

What is your promotion plan for this event? Please attach all press releases, ads, or copy for PSAs that you plan to use to promote this event (future materials can be sent at a later date after they are approved by our Director)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By submitting this form, you are acknowledging that mention of the New Hampshire Food Bank as a beneficiary, use of the Food Bank logo, and use of information from [www.nhfoodbank.org](http://www.nhfoodbank.org) **must be approved before use.**

Person completing this form: \_\_\_\_\_

Position or title: \_\_\_\_\_

Please email this form to [cmclaughlin@nhfoodbank.org](mailto:cmclaughlin@nhfoodbank.org), fax it to (603) 669-0270 Attn: Carolyn, or mail it to:

New Hampshire Food Bank, Attn: Carolyn McLaughlin

700 East Industrial Park Drive, Manchester, NH 03109

**For office use only:** Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_