



GROUP / ORGANIZATION EVENT SPONSOR INFORMATION

ORGANIZATION NAME			
ADDRESS:			
CITY		POSTAL CODE:	
CONTACT NAME:		CONTACT TITLE:	
CONTACT EMAIL:		CONTACT PHONE:	
FAX:		CONTACT METHOD:	

LOCATION INFORMATION

EVENT NAME			IS THIS AN OUTDOOR EVENT?
LOCATION ADDRESS			
CITY		POSTAL CODE:	
EVENT CONTACT:		EVENT CONTACT EMAIL:	
EVENT CONTACT PHONE:		CONTACT CELL # ON EVENT DAY:	
EVENT LOCATION NOTES:			

EVENT DETAILS

EVENT DATE (DD/MM/YY)	START TIME:	END TIME:
VOLUNTEER ARRIVAL TIME:	VOLUNTEER DEPARTURE TIME:	
NUMBER OF PARTICIPANTS EXPECTED:	AGE GROUP OF PARTICIPANTS:	

PRESENTATION TOPIC:

OTHER INFORMATION AND SPECIAL REQUESTS:

IS THERE AN OPPORTUNITY TO PROMOTE ON SOCIAL MEDIA: (TWITTER, FACEBOOK, INSTAGRAM ETC.) Y / N
 If YES, PLEASE PROVIDE SOCIAL MEDIA CONTACT INFORMATION:

OTHER EVENT INFORMATION FOR VOLUNTEERS (INCLUDE AND NOTE IF ATTACHMENTS SENT) Y OR N

DISPLAY TABLE AVAILABLE?		SCHEDULE OF ACTIVITIES?		COMPLIMENTARY FOOD AND BEVERAGES FOR VOLUNTEERS?	
POWER CONNECTION?		EVENT LAYOUT?		PARKING?	

SIGNATURE:	DATE OF REQUEST:
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DONATION DETAILS: DATE: AMOUNT:

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