



GROUP / ORGANIZATION EVENT SPONSOR INFORMATION

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

EVENT 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:			

PARTICIPANT AND SPECTATOR INFORMATION

NUMBER OF SPECTATORS & PARTICIPANTS		AGE GROUP	
OTHER EVENT NOTES, OR SPECIAL EQUIPMENT REQUESTED:			

EVENT DETAILS

DAY 1

EVENT DATE (DD/MM/YY)		START TIME:		END TIME:	
VOLUNTEER ARRIVAL TIME:		VOLUNTEER DEPARTURE TIME:			

DAY 2 (IF APPLICABLE)

EVENT DATE (DD/MM/YY)		START TIME:		END TIME:	
VOLUNTEER ARRIVAL TIME:		VOLUNTEER DEPARTURE TIME:			

DAY 3 (IF APPLICABLE)

EVENT DATE (DD/MM/YY)		START TIME:		END TIME:	
VOLUNTEER ARRIVAL TIME:		VOLUNTEER DEPARTURE TIME:			

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

TENTATIVE SITE MAP?		SCHEDULE OF ACTIVITIES?		WILL COMPLIMENTARY FOOD BE PROVIDED FOR VOLUNTEERS?	
FIRST AID STATION/ROOM		ROUTE MAP?		IS FOOD AVAILABLE AT THE EVENT?	
CLEAN WATER AT SITE?		RAIN OUT PLANS?		SPECIAL PARKING AND LOCATION INSTRUCTIONS? NOTE DETAILS	
TELEPHONE?		OTHER:			

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