



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

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

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

Please note - Box size has changed. Boxes are plain cardboard and measure approximately 19" x 15 x 10".

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 **must be approved before use.**

Person completing this form: _____

Position or title: _____

Please email this form to ldean@nhfoodbank.org or mail it to: New Hampshire Food Bank, Attn: Lisa Dean

700 East Industrial Park Drive, Manchester, NH 03109

For office use only: Date Received: _____ Approved: _____

Comments: _____
