

### EVENT HOST INFORMATION

Organization/Company/Individual holding event \_\_\_\_\_

Main contact name \_\_\_\_\_

Main contact phone \_\_\_\_\_ Main contact email \_\_\_\_\_

Host address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

### EVENT INFORMATION

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

Event date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

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

Please check all that apply

Indoor      Public

Outdoor      Private

Will you be collecting cash donations?      Yes      No

How many cash boxes are required?

If yes, [click here](#) to access the Calgary Food Bank General Event Donation form. This form can be used when collecting cash donations. The completed form can be submitted with the collected fund

Will you be collecting non-perishable food items?      Yes      No

How many food donation boxes are required? (2'x2'x3' tall)

### VOLUNTEER INFORMATION

Volunteers required?      Yes      No      If yes, how many? \_\_\_\_\_

Volunteer shift      Start time \_\_\_\_\_ End time \_\_\_\_\_

If there are multiple shifts for volunteers please add details in the additional notes section.

Where will volunteers pick up the Calgary Food Bank supplies on the day of the event?

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### DISPATCH INFORMATION

DELIVERY – please give a time range that supplies can be dropped off.

Date \_\_\_\_\_ Time \_\_\_\_\_

Address where supplies are to be delivered. \_\_\_\_\_

Name and phone number of person receiving delivery. \_\_\_\_\_

Are there any special instructions for the driver or any other information that the Food Bank should be made aware of for delivery?

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PICK UP – please give a time range that supplies can be picked up.

Date \_\_\_\_\_ Time \_\_\_\_\_

or time call (specific time is required for pick up) \_\_\_\_\_

Where are the supplies to be picked up? \_\_\_\_\_

Are there any special instructions for the driver or any other information that the Food Bank should be made aware of for pick up?

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### Promotion

[Click here](#) to access the Calgary Food Bank Resource Library to download our Logos & Guidelines.

Connect with us on social media, we love to see what everyone is up to in the community. Be sure to tag us @calgaryfoodbank in your photos. You can find us on Twitter, Facebook and Instagram. Don't forget to use hashtag #FeedYYC as well as #CalgaryFoodBank.

### Notes