



# Event Request Form

## Contact Person

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Business Name: \_\_\_\_\_

## Event Information

Name of Event: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

This event will collect:  Food Donations  Monetary Donations

Is this event open to the public?  Yes  No

How will you promote this event? Please note any copy, ads, or press releases must be approved by our organization. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To submit this form, please email it to: FoodCupboard@Maine.rr.com or mail it to: South Portland Food Cupboard, South Portland, ME 04106

*Thank you for your interest in supporting our mission of "Feeding Neighbors in Need."*