

Advocate Event Notification Form

**Please complete this form and return it to Heidi Schaiberger via fax at 303-300-9012*



Name: _____

Request Date: ____ / ____ / ____

EVENT INFORMATION:

Type of Event: Administrative Special Event Advocate Initiated

Donor Designation Station Speakers Bureau Media - Print/Interview

Event Name: _____

Event Date: ____ / ____ / ____ Event Time: ____ a.m. / p.m. until ____ a.m. / p.m.

Event Location: _____

Event Description: _____

Expected # of Attendees: ____

Does this event require the set-up of a booth or materials? Yes No

Set-up Time: ____ to ____ Tear-down Time: ____ to ____

Set-up or Tear-down Specifications: _____

ADVOCATE ASSISTANCE INFORMATION:

Do you need other advocate assistance for this event? Yes No

**If yes, please complete the requested information below... if no, continue on to the "Material/Display Needs Information" section*

How many advocates do you need? ____

Type of Assistance Needed:

Booth Speaking Administrative Other _____

How long do you need advocate assistance? ____ hours (from: ____ a.m. / p.m. to: ____ a.m. / p.m.)

MATERIAL/DISPLAY NEEDS INFORMATION:

Do you need materials and/or displays for this event? Yes No

**If yes, please complete the "Material Request Form" located on the back of this page*

Material Request Form

Requestor: _____

Date Needed: ____ / ____ / ____

DONOR DESIGNATION STATION:

I need the literature, promotional items and displays for a Donor Designation Station, which includes:

Registration Form	Qty: % of audience
Donate Life General Market Brochure	Qty: % of audience
Donate Life Tissue Donation Brochure	Qty: % of audience
Donate Life Hispanic Brochure	Qty: % of audience
Donate Life African American Brochure	Qty: % of audience
Laminated Body Diagram Chart	Qty: 1
Laminated Religious Statements Sheets	Qty: % of audience
Donate Life Green Bracelet	Qty: % of audience
Donate Life Lapel Pin	Qty: % of audience
Donor Alliance Pen	Qty: % of audience
Donate Life Empowering Testimonial Panel(s)	Qty: 1-2
Donor Alliance Tablecloth	Qty: 1
Brochure Holders	Qty: 4
Organ Models (Kidney, Heart, Lung and/or Tissue)	Qty: 1-4
Baskets	Qty: 3
Clipboards	Qty: 4
Framed Recipient Photos/Stories	Qty: 4
Transporting Bin	Qty: 1
Donor Alliance Rolling Cart	Qty: 1

A LA CARTE OPTIONS:

I need additional specialized items to reach a target demographic or audience.

Promotional Literature Needed:

Pope Card (in English)	Desired Qty: _____
Pope Card (in Spanish)	Desired Qty: _____

Giveaways Items Needed:

Donate Life Car Magnet	Desired Qty: _____
Donate Life Lip Balm	Desired Qty: _____
Donate Life Plastic Goodie Bag	Desired Qty: _____
"Recycle Yourself" Tote Bag	Desired Qty: _____

Display Materials Needed:

Donor Alliance Tabletop Display	Desired Qty: _____
People Tally/Counter	Desired Qty: _____

Any Additional Needs? _____

I will pick-up these materials on: ____ / ____ / ____

I need these materials shipped to: _____

Please Note: All requests for promotional materials and display items will be reviewed and fulfilled at the discretion of the Communications/PR department.