*Please complete this form and return it to the Volunteer & Special Events Coordinator via fax at 303-321-1183

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
DONOR DESIGNATION STATION:

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

**Literature Needed:**
- Registration Form
- Donate Life General Market Brochure
- Donate Life Tissue Donation Brochure
- Donate Life Hispanic Brochure
- Donate Life African American Brochure

**Promotional:**
- Pope Card (in English)
- Pope Card (in Spanish)

**Giveaways Items Needed:**
- Donate Life Green Bracelet
- Donate Life Lapel Pin
- Donate Life Pen
- Donate Life Car Magnet
- Donate Life Lip Balm

**Display Materials Needed:**
- Donate Life Tabletop Display
- Donate Life Tablecloth
- Prize Wheel & Prize Wheel Giveaways
- Brochure Holders
- Baskets
- Clipboards
- Laminated Body Diagram Chart
- Laminated Religious Statements Sheets

**Transporting Items:**
- Transporting Bin
- Donor Alliance Rolling Cart

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.*