

# 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:

**Literature Needed:**

Registration Form	Desired Qty: _____
Donate Life General Market Brochure	Desired Qty: _____
Donate Life Tissue Donation Brochure	Desired Qty: _____
Donate Life Hispanic Brochure	Desired Qty: _____
Donate Life African American Brochure	Desired Qty: _____

**Promotional:**

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

**Giveaways Items Needed:**

Donate Life Green Bracelet	Desired Qty: _____
Donate Life Lapel Pin	Desired Qty: _____
Donate Life Pen	Desired Qty: _____
Donate Life Car Magnet	Desired Qty: _____
Donate Life Lip Balm	Desired Qty: _____

**Display Materials Needed:**

Donate Life Tabletop Display	Desired Qty: _____
Donate Life Tablecloth	Desired Qty: _____
Prize Wheel & Prize Wheel Giveaways	Desired Qty: Determined by Volunteer Coordinator
Brochure Holders	Desired Qty: _____
Baskets	Desired Qty: _____
Clipboards	Desired Qty: _____
Laminated Body Diagram Chart	Desired Qty: _____
Laminated Religious Statements Sheets	Desired Qty: _____

**Transporting Items:**

Transporting Bin	Desired Qty: _____
Donor Alliance Rolling Cart	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.*