



Advocate Event Notification Form

\*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

## *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?

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I will pick-up these materials on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I need these materials shipped to:

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