



Event Request Form

Submit via email: rnoronha@nh-cc.org, fax: 603-669-0270, or mail to CCNH, 215 Myrtle Street, Manchester, NH 03104.

Event name: _____

Start date: _____ End date: _____

Start time: _____ End time: _____

Name of contact person for event: _____

Business name: _____

Phone number: _____ E-mail address: _____

Mailing address: _____

Description of event: _____

Event location: _____

This event will collect: Goods Monetary donations Both

Event Website (if applicable): _____

Does this event benefit or involve any other organizations? Yes No

If yes, please describe: _____

Is this event open to the public? Yes No

Requests for support from CCNH (check all that apply, all requests are pending availability and approval)

Event listing on the CCNH website

CCNH promotional materials (examples: newsletters, latest direct mail piece, brochures, social media)

Opportunity for a CCNH info table? Yes No

Opportunity for CCNH staff/volunteer to speak? Yes No

What is your promotion plan for this event? Please attach all press releases, ads, or copy for PSAs that you plan to use to promote this event (future materials can be sent at a later date after they are approved by our Director): _____

By submitting this form, you are acknowledging that mention of Catholic Charities New Hampshire as a beneficiary, use of the Catholic Charities New Hampshire logo, and use of information from cc-nh.org **must be approved before use.**

Person completing this form: _____

Position or title: _____

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For office use only: Date received: _____ Approved: _____

Comments: _____
