



# Event Request Form

Submit via email: [kgerossie@nh-cc.org](mailto:kgerossie@nh-cc.org), fax: 603-669-0270, or mail: 100 William Loeb Dr. Unit 3, Manchester, NH 03109.

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](http://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: \_\_\_\_\_

\_\_\_\_\_

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