



# 2016 Charity Fair Request Form

Please complete one form for each request and email it to [outreach@txgives.org](mailto:outreach@txgives.org). **Forms are due two weeks prior to event.** If your fair is cancelled, please contact the confirmed charity representatives immediately as well as campaign headquarters.

Date of Request: \_\_\_\_\_ Coordinator: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Federal Agency: \_\_\_\_\_  
 Address of event location: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Day of Contact: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_

**Fair Date:** \_\_\_\_\_  
**Setup Time:** \_\_\_\_\_ AM/PM  
**Start Time:** \_\_\_\_\_ AM/PM  
**End Time:** \_\_\_\_\_ AM/PM  
**Audience Size:** \_\_\_\_\_

**Total Number of Charities Requested:** \_\_\_\_\_

### Requested Charities:

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ |           |
| 6. _____ |           |

Are alternates acceptable:  
Yes \_\_\_\_\_ No \_\_\_\_\_

Additional information: (i.e. parking, security, entrance instructions)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_