



Third Party Event - Registration Form

Thank you for supporting the Wood Buffalo Food Bank (WBFB). Proceeds and food collected at your event will provide assistance to individuals and families in Fort McMurray and the surrounding communities. With your help, we are building a stronger community where food security is available for everyone.

Please fill in the following information (print clearly):

Contact

Name: _____
Organization: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ Alt Phone: _____
Email: _____

Event Information

Event Name: _____
Date(s): _____ Time: _____
Location: _____

What will your event include? (please check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Ticket Sales | <input type="checkbox"/> Food Donations |
| <input type="checkbox"/> Silent Auction / Live Auction | <input type="checkbox"/> 50/50 and/or Raffle |
| <input type="checkbox"/> Cash Donations | <input type="checkbox"/> Other: _____ |

Request for Support (please check all that apply):

We will do our best to fulfill each, based on availability.

- WBFB representative to: attend for photo speak at event other: _____
- | | |
|--|---|
| <input type="checkbox"/> WBFB logo | <input type="checkbox"/> WBFB grocery bags (for food drive) |
| <input type="checkbox"/> Food collection box(es) | <input type="checkbox"/> WBFB "Current Needs" list |
| <input type="checkbox"/> Cash donation can(s) | <input type="checkbox"/> Tax Receipt Information Sheets |
| <input type="checkbox"/> Letter of Support | <input type="checkbox"/> Press release/media advisory |
| <input type="checkbox"/> WBFB banner and/or signage | <input type="checkbox"/> Social media posts & support |
| <input type="checkbox"/> WBFB brochures, cards, handouts | <input type="checkbox"/> Other: _____ |

Promotion

We will do our best to help you spread the word about your event. Please provide us with your event:

Website: _____

Social media: _____

Other: _____

Posters can be dropped off at our location. Photos and/or electronic versions of marketing materials can be emailed to **comm@woodbuffalofoodbank.com**.

Donations

Will you be dropping off the donations? yes no

If you require a pick-up, what is your preferred pick-up date? _____

Please provide pick-up location: _____

(Please have someone available to assist with pick-up.)

Accepted and Agreed

Event Organizer

Event Approved by WBFB

Signature

Name

Title

Date

Signature

Name

Title

Date

Send completed form to Anna Noble at **comm@woodbuffalofoodbank.com** or fax **780-743-9156**.

Wood Buffalo Food Bank

10117 King St., Fort McMurray, Alberta, T9H 3J1 Phone: 780-743-1125 ext.228

Office Use Only:	
Received: _____	Posted: _____ AGLC Report: _____
Cash Donations \$ _____ + _____ bags (\$ _____) = Event Totals \$ _____	
Notes: _____	