



Father John Deere Council 4914

EVENT/DONATION REQUEST FORM

ORGANIZATION MAKING REQUEST

EVENT TYPE FUNDRAISER DONATION OTHER

WHO WILL BENFIT _____

WHAT DOLLAR AMOUNT IS BEING REQUESTED? _____

IF DONATION WILL BE USED FOR A PURCHASE

WHAT IS THE ITEM(S) BEING PURCHASED? _____

TOTAL COST OF THE ITEM(S) _____

EVENTS DATE AND TIME:

DATE(S) _____ DAY(S) _____

START TIME _____ END TIME _____

WILL VOLUNTEERS BE NEEDED? YES NO

IF YES, HOW MANY ? _____

WHAT TYPE OF MANPOWER? _____

SHIFTS REQUIRED _____

WILL EQUIPMENT NEED TO BE RENTED ? YES NO

IF YES WHAT TYPE OF EQUIPMENT? _____

WILL FOOD NEED TO BE PURCHASED? YES NO

IF YES, WHAT _____

WILL SUPPLIES NEED TO BE PROVIDED? YES NO

IF YES, WHAT _____

IS THE EVENT SOMETHING THAT SHOULD BE ADVERTISED? YES NO

IF YES, WHO WILL DO THE ADVERTISING _____

COST OF THE ADVERTISING _____

IS THERE SOMEONE TO CHAIR THE ACTIVITY? _____