



Event / Tabling Request Form

Instructions

Please email this request to annemarie@fairfoodphilly.org with "Donation Request" in the subject line, or fax to our office at 215-689-1567. Mailed requests may be sent to Fair Food at 1315 Walnut Street Suite 522, Philadelphia, PA 19107.

Date of Request:

Organization Name:

Event Name:

Date of event:

Contact Name:

Phone:

Email:

Is your organization a 501(c)3? (If yes, please include a copy of the tax-exempt certificate) Yes / No

What is your organization's mission?

Tell us about the event:

What are you seeking:

Tabling : information food games flyers/brochures
Speaker: power point panel discussion other _____

If you are seeking food, please tell us what you would like to serve and how many people you expect:

Please describe how Fair Food and its donation will be recognized at the event, prior, and/or subsequent to the event:

Materials provided by you:

Table Linens Chairs other _____

Is there parking available at the event? Yes / No

For Fair Food Use Only:

Date Received: _____ Date Needed: _____ Approved or Declined? _____ Decision made by: _____

Date of reply: _____ Farmstand or Office? _____ Total value of donation: _____