

REQUEST FOR HCC STAFF ATTENDANCE AT EVENT OR EVENT SPONSORSHIP

Please complete the following form to request Hackley Community Care staff to attend your community event. We will review your request and make a determination based on the type of event and the availability of staff. If this includes a request for HCC to support a sponsorship of your event, please allow 30 days for review and a response.

Upon completion of this form, please print and submit with any supporting documentation (flyer, letter of request and details) to HCC-Marketing@hccc-health.org . Thank you

CONTACT INFORMATION

Name (First, Last) _____

Organization Name _____

Email _____

Phone Number _____

EVENT DETAILS

Type of Event: ____Community ____School ____Fundraiser ____Other

Event Description _____

Are Other Community Partners Involved? _____

Event Date _____ Event Time (start, ending) _____

Event Location _____

Anticipated number of participants? _____

Will booth setup be provided? ____Yes ____No

If we need to set up our own booth what is needed (tent, chairs, etc.) _____

Time HCC needs to arrive for setup _____

Is registration required? ____Yes ____No Registration Fee _____

If HCC is an event sponsor, can we provide a banner for display? ____Yes ____No

If this request is for a sponsorship, please email sponsorship level amounts and supporting info to HCC-Marketing@hccc-health.org along with his form.