



Barrhaven Food Cupboard – Event Check List

Thank you for hosting an event on our behalf! To ensure that your event is a success, please fill in this form and send it to communityliaison@barrhavenfoodcupboard.ca.

EVENT DETAILS

| | |
|----------------------|--|
| Name of Event | |
| Date Range | |
| Time | |
| Address | |

CONTACT INFORMATION

| | |
|--------------|--|
| Name | |
| Phone | |
| Email | |

OTHER

| |
|---|
| Would you like BFC representation at your event? This is often appropriate at the end of the event to express our thanks to those involved. |
| Do you need support picking up food donations? |
| Can we share on social media? If yes, please provide relevant handles |
| Do you need BFC volunteers for support? Given we are entirely volunteer run, we appreciate you finding your own volunteers where possible. |
| Do you need BFC signage? YES / NO |
| Any other comments? |