



## NJECC CHARITY FAIR REQUEST FORM

If you would like to request charities to provide a display for an ECC event or meeting at your office, please complete this form. Please allow THREE (3) WEEKS for arrangements.

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Address: \_\_\_\_\_

# of Emp. At Location: \_\_\_\_\_

**Directions & Parking Information** – Please provide details to help agency representatives know where to unload, park, check-in, if picture ID is required, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charity Set-Up Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_

Event Coordinator Email: \_\_\_\_\_

Event Coordinator Phone: \_\_\_\_\_

Total # of Charities Requested (1 or 2 charities/table) : \_\_\_\_\_

NJECC Table Set Up Requested  Yes  No

Credit Union of NJ Invite  Yes  No

Tables and Chairs Provided  Yes  No