



Canada Fights Human Trafficking  
North Park Plaza, P.O. Box 28032, Brantford, Ontario, Canada, N3R 7X5 Fx 708.317.1797

## Event Request Form

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

### Host Information:

Name of Primary Event Planner: \_\_\_\_\_

Host Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Province: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Event Details:

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

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

Multiple Day Event? Y / N

Elaborate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type of an event are you looking to host? (Please circle)

Community Fundraiser      Special Dinner      Educational Seminar      Weekend Seminar

Concert      Church Awareness      School Awareness      Silent Auction

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you require a Speaker for your event? Y / N

If Yes, do you have a speaker preference? Please provide the Speakers name: \_\_\_\_\_

Will you need an event booth accompanying the speaker? Y / N

Will there be a power outlet available?

Will you need *CFHT* Volunteers for the event? Y / N      Prior    During    Both (Please circle)

If Yes, please elaborate;

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you require pre-event promotional material? Y / N Please circle which ones;

Pamphlets      Posters      Video's      Commercials      Banners      Donation Forms

Other: \_\_\_\_\_

\_\_\_\_\_

Please circle the following media forms accessible to the Speaker:

Powerpoint      Powerpoint with Remote Control      Video Options      Mac / PC      Projection Screens

Other: \_\_\_\_\_





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## Event Request Form Cont'd...

### Speaker Accommodations:

If a speaker is not required, skip to **Event Planner Requirements** below.

Please note:

The Speaker Contract requires an overnight hotel stay for Speakers who are requested to travel over 4 hours.

Depending on the venue and amount of publicity, the Speaker may be traveling with a bodyguard and therefore require a second room.

#### Foreseen Speaker Costs:

Number of Hotel Stays \_\_\_\_\_

Number of Meals \_\_\_\_\_

Estimated kilometers \_\_\_\_\_

#### Non-highway Transportation:

Two way airfare: \$ \_\_\_\_\_

Train: \$ \_\_\_\_\_

Bus: \$ \_\_\_\_\_

Are you prepared to cover all costs for the speaker? Y / N

If No, please explain;

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### Event Planner Requirements:

How many volunteers do you have or will you have for this event? \_\_\_\_\_

Will you have Event Sponsors? Y / N

How do you plan on funding this event? \_\_\_\_\_

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How do you plan on advertising this event? \_\_\_\_\_

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If no speakers are required, do you need to purchase a Fundraiser Kit? Y / N

Please include any other inquiries below: \_\_\_\_\_

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Please attach and include your "Event Itinerary".

If one cannot be provided yet, please include the expected overall flow of the event:

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