



Combined Federal Campaign CFC Event
Charity Fair Request Form

Please complete one form for each event you host. Forms should be submitted two weeks prior to your charity fair date, to ensure it can be filled. If you need to cancel or reschedule your event you must immediately contact the confirmed speakers as well as campaign headquarters of the change.

Charity Fair Date _____
Federal Agency _____
Event Address _____
City / State/ Zip _____
Coordinator/ Event Host Name _____
Phone _____ Day of Charity Fair Phone _____
Email _____
Audience Size _____ Setup Time _____
Start Time _____ End Time _____

Total Number of Charities Requested: _____ Are Alternates Accepted? Yes No

1. Charity / Cause Requested _____
2. Charity / Cause Requested _____
3. Charity / Cause Requested _____
4. Charity / Cause Requested _____
5. Charity / Cause Requested _____
6. Charity / Cause Requested _____
7. Charity / Cause Requested _____
8. Charity / Cause Requested _____
9. Charity / Cause Requested _____
10. Charity / Cause Requested _____

You must communicate additional information with your confirmed charities upon receiving your event confirmation email. The more you communicate with them, the better prepared they will be for your event. Remember, they haven't been to your facility - they need you to inform them accordingly.

Send completed form to HeartlandCFC@MaguireInc.Com