



COMBINED FEDERAL CAMPAIGN EVENT ACCEPTANCE FORM

Event Name: _____ **Event Date:** _____

Federal Agency: _____ **Coordinator:** _____

Participating Charity: _____ **Five Digit Code:** _____

(1) Representative Attending _____

Title (if applicable) _____ Contact Number _____

Email Address _____

(2) Representative Attending _____

Title (if applicable) _____ Contact Phone _____

Email Address _____

Speaker Bio (if applicable): _____

IMPORTANT REMINDERS

Coordinator - If details change prior to the scheduled event (such as location or arrival time etc.), it is your responsibility as the coordinator to send updated information to the charity ASAP.

If the event needs to be rescheduled or cancelled, it is the responsibility of the coordinator to reach out to the CFC **AND** the charity to reschedule/cancel the event.

Charity - If a charity needs to cancel their participation in an event after agreeing to be there, is the responsibility of the charity to reach out to the CFC **AND** the coordinator to cancel prior to the event start time.

Note: A charity that NO SHOW's an event they rsvp'd for, may not be invited to another 2017 CFC event.

We encourage charities and coordinators to touch base directly with each other 24-48 hours before a scheduled event to confirm all details associated with the event.