



# COQUITLAM EXPRESS JUNIOR A HOCKEY CLUB

640 POIRIER STREET, COQUITLAM, BC V3J 6B1

TEL: 604.936.4625 FAX: 604.936.4626

E-MAIL: INFO@COQUITLAMEXPRESS.CA WWW.COQUITLAMEXPRESS.CA



## INSTRUCTIONS:

1. PRINT FORM AND PRINT CLEARLY
2. EMAIL COMPLETED FORM ALONG WITH YOUR DONATION REQUEST LETTER ON COMPANY LETTERHEAD TO INFO@COQUITLAMEXPRESS.CA OR DROP OFF AT OUR OFFICE A MINIMUM TWO WEEKS PRIOR TO YOUR EVENT.

## REQUESTOR INFORMATION: INFORMATION ABOUT THE GROUP/CHARITY/ORGANIZATION

GROUP NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

## CONTACT PERSON(S) INFORMATION: INFORMATION ABOUT THE PERSON REQUESTING ON BEHALF OF THE GROUP

FIRST NAME: \_\_\_\_\_ LAST: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

POSITION WITH THE ORGANIZATION: \_\_\_\_\_

PLEASE SIGN ME UP TO BE AN EXPRESS INSIDER AND RECEIVE MORE INFORMATION ON TICKETS, GROUP EVENTS, AND MORE!

## EVENT INFORMATION: INFORMATION ABOUT WHAT THE DONATION WILL BE USED FOR

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ ATTENDANCE EXPECTATION: \_\_\_\_\_

DONATION REQUESTING: \_\_\_\_\_

HOW WILL THE DONATION BE USED?

SILENT AUCTION  DOOR PRIZE  RAFFLE  LIVE AUCTION  OTHER (SPECIFY): \_\_\_\_\_

THANK YOU FOR YOUR SUBMISSION. A REPRESENTATIVE FROM THE CLUB WILL RESPOND TO YOUR REQUEST IN 7-10 BUSINESS DAYS AND IF APPROVED, WILL BE AVAILABLE FOR PICK UP AT OUR OFFICE. WE THANK ALL THOSE THAT APPLY BUT ONLY THOSE SELECTED AND APPROVED WILL BE CONTACTED.

