



Special Event/Community Promotion Agreement Form

Today's Date _____

Business/Organization Name _____

Contact Name _____

Contact Title _____

Mailing Address _____

City/St/Zip _____

Ph _____ Fax _____ Email _____

Proposed Date(s) of Event/Promotion _____

Description of Event/Promotion _____

Resources needed from RICFB (please check all that apply):

<input type="checkbox"/> Staff representation	<input type="checkbox"/> Info materials	<input type="checkbox"/> Other/Describe:
<input type="checkbox"/> Volunteers(# _____)	<input type="checkbox"/> Media Outreach	_____
<input type="checkbox"/> Use of logo*	<input type="checkbox"/> Web promotion	_____

Publicity/advertising plan: _____

How will RICFB be represented in publicity/advertising? _____

*The Food Bank reserves the right to review each request in order to determine the amount of resources that may be provided. Additionally, the Food Bank must approve any use of its name or logo in signage, advertising, or other materials related to the promotion

(Over please)

Estimated financial benefit to RICFB

Anticipated gross revenue (i.e. percent ticket/product sales)	_____
Expenses (please fill in all that are applicable)	
Expense Type _____	Amount _____
Expense Type _____	Amount _____
Expense Type _____	Amount _____
Total Expenses	_____
Total anticipated net proceeds to the RICFB	_____

Additional Notes:

Both parties agree to represent the other party in a responsible manner and present marketing and advertising to the other party for review prior to printing and distribution.

Both parties understand the proportion of revenue benefiting the RICFB and agree to publicly disclose this information in a responsible and accurate manner.

If there is additional relevant information, please attach it with this documentation and submit to RICFB (address below). A RICFB representative will contact you with any concerns/questions and pending approval will also sign this form and return a copy to you.

Signed:

Participating Organization/Donor

RICFB Representative

Date

Date

Rhode Island Community Food Bank
200 Niantic Avenue
Providence, RI 02907
Ph: 401-942-6325
Fax: 401-942-2328
Web: www.rifoodbank.org

Tax ID: 05-0395601