

UFCW Minority Coalition

Event Materials Request Form



Complete this form if you are requesting UFCW Minority Coalition materials, literature, and giveaways for use at an event being sponsored by an organization or group outside of the UFCW and the UFCW Minority Coalition. For the purpose of this form, materials include banners, signage, marketing items and branded merchandise. The completed form must be sent to [redacted] at least 30 days prior to the event date to allow time for internal processing, item availability, and shipping. If the event date is less than 30 days from the date of the request, it shall be considered an expedited request and requires authorization from an officer of the UFCW Minority Coalition. Expedited request must be sent to [redacted] and are not confirmed unless you receive confirmation that the expedited request has been approved.

Note: Requested items are not guaranteed and are subject to substitutions by the Minority Coalition (where applicable).

Person making the request

First and Last Name		Title and Position	
Local Union		Region	
Telephone No.		Email Address	

Person receiving the event materials, if different than person listed above

First and Last Name		Email Address	
Telephone No.			

Constituency Group Affiliation

☐ Minority Coalition	☐ OUTreach	☐ Women’s Network	☐ United Latinos
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Event

Name and Type			
Start Date		End Date	
Location (City)		Location (State)	
☐ Union Office	☐ Hotel	☐ Conference/ Convention Center	☐ Other: _____

Provide a brief description of the event and target audience				
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Est. No. of Attendees	☐ less than 50	☐ 50-100	☐ 100-500	☐ more than 500
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Items Requested (check all that apply)

☐ Banner Qty: _____	☐ Table/Booth Signage Size: _____ Qty: _____	☐ Easel Size: _____ Qty: _____	☐ Pamphlets/Literature ☐ Minority Coalition ☐ FOOC ☐ Sickle Cell ☐ All	☐ Giveaways
☐ Table Cloth Qty: _____				

☐ Merchandise/Apparel	☐ T-Shirt	☐ Sweatshirt	☐ Hat
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QR Codes (*QR codes will be sent via digital download except in the case where it appears on printed materials such as flyers and announcements*)

☐ Membership Application QR	☐ Merchandise Store/Purchase QR	☐ Mailing/Contact List QR	☐ QR Code Display Qty: _____
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Shipping information (where the requested materials will be sent):

☐ Union Office	☐ Direct to Venue		
Venue Name			
Address	City	State	Zip
Venue Contact Name		Telephone No.	

Special Instructions: