



SPECIAL EVENT INFORMATION

Thank you for supporting the Lake Country Food Bank. Holding a “Special Event” is wonderful way to build community spirit within your company, organization or school. The following information is an outline designed to assist you with your efforts to provide a successful event. If you need further assistance, contact the Lake Country Food Bank.

1. Registering your Special Event

- a) Please download and complete the attached registration form and email to:
officemanager.lcfas@gmail.com
- b) Please allow 2 - 3 business days for a response to your registration form due to a high volume of requests. We appreciate your patience and understanding.

2. Supplies and Donations

- a) Supplies can be picked-up at our office Monday to Friday, 0:00 AM – 0:00 PM, in Lake Country.
- b) Donations of food and cash can be dropped off Monday - Friday at the same address above.
- c) Monetary donations can also be mailed in, made over the phone or online through our website www.lakecountryfoodbank.org.
- d) Supplies and donations can also be scheduled for drop-offs and pick-ups.
- e) Please allow us a minimum of 2 business days to schedule drivers, however due to high volumes at times, we cannot guarantee pick-up/ drop- off dates and times.
- f) **Please note:** we do not drop-off or pick-up from private residences.

3. Special Instructions

- a) Once a box is full, it should be closed with no overflow.
- b) Your boxes should be easily accessible to our drivers, taped on the bottom and taped closed on top. (Thank you)

**This Document is
Under Construction**



9830C Bottom Wood Lake Rd.
 Lake Country, BC V3W 8J6
 Phone: 250-766-0125
 www.lakecountryfoodbank.org

SPECIAL EVENT REGISTRATION FORM

| CONTACT INFORMATION | | | | |
|--|--|--------------------------------|-------------------------------|---------------------------------|
| Name of Host Organization | | | | |
| Contact Name | | | | |
| Organization Address | | | | |
| E-mail | | | | |
| Phone Number | | | | |
| Hours of Operation | | | | |
| EVENT INFORMATION | | | | |
| Event Name | | | | |
| Date & Time | | | | |
| Event Location | | | | |
| Event Details (Summary) | | | | |
| REQUESTED EVENT SUPPLIES | | | | |
| Item | Donations Boxes | Posters/Signage PDF Version | Tent Based on availability | Tables Based on availability |
| Quantity | | | | |
| Please drop off the supplies on: month/day/year | | Instructions: | | |
| | | | | |
| DONATION DROP OFF INFORMATION: | | | | |
| Food Donations (Please check one of the following): | | | | |
| <input type="checkbox"/> | I will drop off food donation at the Lake Country Food Bank | | | |
| <input type="checkbox"/> | I will drop off my donation at a local grocery store or fire hall in Lake Country. | | | |
| <input type="checkbox"/> | Please send a driver to pick up my donation: (Include date/time) | | | |

Please email the completed form to: officemanager.lcfas@gmail.com