



Event Request Form

We are glad you want to partner with us. Thank you for helping to empower girls!
Please complete this form and submit to the Empowered Girls of North Carolina (EGNC) Administration Office at least 2 months prior to the date of the requested event.

Organization Contact Information:

Name of Organization: _____ Contact(s) Name: _____
Email: _____ Phone: _____
Website: _____
Social Media: (please circle) Facebook/Twitter/YouTube/LinkedIn/Instagram/Pinterest/Flickr/Google+/ Other _____
Please email social media links and official organization logo to marketing@empoweredgirlsn.org

Event Information:

Name of Event: _____ Location(s) of Event: _____
Event Date(s): _____ Event Time: _____
Capacity and/or Estimate # of Attendees: _____ Reoccurring? Yes No _____
Event Cost: FREE or \$ _____
Will this event be FREE for EGNC staff, volunteers & members if you require our attendance? YES NO
Details _____
Will alcohol be served at this event? Yes No Age Limit/Intended Audience _____

Type (Fundraiser/Recreational Event/Educational Event/Other) / Description of Event:

What do you need from Empowered Girls, if any: (please be specific) resources/volunteers/marketing/co-host

For fundraisers for EGNC, please describe the allocation of funds:

APPROVED NOT APPROVED PENDING MEETING WITH ORG.

Comments/ Specific Instructions/Requests/Requirements from Empowered Girls of North Carolina

Organization

Date

Empowered Girls of North Carolina
Executive Director/Board Chair/Program Director

Date

What happens after Completing the Event Request Form

1. The form will be submitted for approval to the Executive Director and/or Board Chair.
2. Once approved or denied, the signed form will be submitted back to the originator with comments.
3. If approved, we welcome you as an Empowered Girls of NC partner as this is your official permission to use our name and logo on your official marketing materials.
 - a. However, all materials **MUST** be pre-approved by Empowered Girls of NC and you can email marketing@empoweredgirlsnc.org or get the Marketing Director to sign-off on a hard copy at our office located at the Creative Center, 900 Sixteenth Street, Greensboro, NC 27405.
 - b. You can email us for the high resolution logo and other information you may need to have a successful event.
 - c. If you need a flier created for our joint event, please contact us as we may be able to provide this service.
 - d. Please follow our social media channels and website to share and promote the event. If you would like us to create an event on our Facebook page or post the event on our website, please advise and we will add you as a co-host.
 - i. Facebook <https://www.facebook.com/PowerGirlsNC>
 - ii. LinkedIn <https://www.linkedin.com/groups/Empowered-Girls-North-Carolina-3886510>
 - iii. Twitter <https://twitter.com/PowerGirlsNC>
 - iv. Website www.empoweredgirlsnc.org