



USMCR Toys for Tots

# EVENT/FUNCTION REQUEST FORM

Due to our office no later than \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Location: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Who is Hosting this Event: \_\_\_\_\_

What type of vehicle should we bring? (How many toys do you expect to collect?)

\_\_\_\_\_  
\_\_\_\_\_

Directions to event:

\_\_\_\_\_  
\_\_\_\_\_

Brief description of what Marines will be doing at this event:

\_\_\_\_\_  
\_\_\_\_\_

Special Instructions/Needs:

\_\_\_\_\_  
\_\_\_\_\_

-----Please do not write below this line - For official use only-----

Personnel assigned to detail:

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

(Return to \_\_\_\_\_ Upon Completion of Event)

