



FOOD DRIVE SUBMISSION FORM

Event Sponsor Information

Organization Name

Contact Name

Title

Contact Phone

Contact Email

Mailing Address

Event Information

Proposed Event Name

Event Date(s)

Event Time

Event Location and Address

Is this a new event?

If no, how many years has the event been held?

Please describe event activities (ex: reduced admission in exchange for 5 cans of food):

How will Montgomery County Food Bank benefit from your event?

- Financial donation
- Food Donation
- Other

Event Promotion

How will this event be promoted?

Please indicate if the following will be utilized.

- Printed Materials
- Television
- Radio
- Internet
- Social Media
- Print Ads
- Billboards

Do you want to use MCFB's name and/or logo for promotion of this event? If yes, please submit all materials bearing Montgomery County Food Bank's name for approval prior to use.

Montgomery County Food Bank Involvement

Collateral: We have supplies available to help make your event a success. Our food collection Bins are cardboard bins approximately the size of a trash bin. The packing boxes are roughly the size of a copy paper box. Both have MCFB's logo. The bins are a great visual, but please keep in mind when full they can weigh about 800 pounds and can be difficult to move.



Will you need collateral materials from MCFB?

If yes, please indicate the amounts required.

Money Collection Canisters

Food Collection Bins (white)

Packing Boxes (brown)

When would you like to pick up your supplies?

When do you expect to drop off or schedule your pick up for donations?

(Please note: We appreciate it when food can be dropped off at our warehouse. Food pick-up becomes cost-prohibitive when we schedule small pickups. We ask that if the amount of food collected is equal to or more than that which would fit in the back of a pick-up truck, please deliver to One Food For Life Way, Conroe, TX 77385. Please allow at least 48 hour notice for pick up request. Thank you!)

If you have any questions please contact Volunteer and Donor Services at (936)539-6686 ext. 2030. Or email volunteers@mcfoodbank.org.