



Circle Project Supply Request Form

Request 2 weeks prior to pick up date

Today's Date: _____ Form submitted by: _____

Circle: _____

Contact Person: _____

Phone: _____ Email: _____

Project Name/Title: _____

Date(s) of Event: _____ Pick Up Date: _____

Submit request to KD office to **borrow** event supplies for your event. Items will be available to pick up the week of your event – let us know date and time you would like to pick up items from the KD office.

- Items available in office - **Please include quantity of items needed:**

Qty _____ Money/Cash boxes

Qty _____ Pens

Qty _____ Clipboards

Qty _____ Poster Displays (limit 4)

Qty _____ Easels

Qty _____ KD logo Mylar balloons (limit 5)*Circle is responsible for filling balloons

Qty _____ Sign Holders (clear plastic; portrait or landscape, limit 15)

Qty _____ Donation canisters

Qty _____ KD logo letterhead/envelopes

Qty _____ I Love CHKD or Healthy Bear stickers (25, 50, 100, etc.)*not always available

Qty _____ KD logo Thank You notecards/envelopes

_____ KD logo banner (limit 1)

**Return banner within 7 days or payment for banner(s) will be deducted from your Circle checking account*

**If items are not returned to KD office in their given condition, the Circle will be invoiced for replacement items*

**Circle may inquire about personalized Circle Banners available for purchase.*

We have a limited supply of items, so please ensure that items borrowed from the KD office are returned **the following Monday** after your event, so that other Circles are able to use. Thank you!

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507

Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org