



# 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, 2<sup>nd</sup> floor | Norfolk, VA 23507  
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)