



Circle Project Supply Request

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)

*solid color balloons may be purchased and added to create balloon bouquets

*Circle is responsible for filling balloons

Qty _____ Sign Holders (clear plastic)

Qty _____ CHKD Blocks (how many sets – 1, 2, etc.)

Qty _____ Donation canisters

Qty _____ KD logo letterhead/envelopes

Qty _____ "I Love CHKD" stickers (25, 50, 100, etc.)

Qty _____ KD logo Thank You notecards/envelopes

_____ Square (limit 1)

*inquire about obtaining Square for Circle

_____ KD logo banner (limit 1)

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

*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 **promptly** after your event, so that other Circles are able to use. Thank you!

Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: info@kingsdaughters.org

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