



Toys for Tots Maine
 MCRTC Topsham Annex
 Topsham, ME 04086
 Phone 207-721-9037
 Fax 207-729-2756

EVENT REQUEST FORM

COMPANY NAME: _____ DATE: _____

PHONE NUMBER: _____

POINT OF CONTACT / EVENT COORDINATOR: _____

DATE OF EVENT: _____

EVENT LOCATION & ADDRESS: _____

TIME: From _____ until _____

NUMBER OF MARINES REQUESTED: _____

BRIEF DESCRIPTION OF EVENT: _____

*** A TEN DAY ADVANCE NOTICE IS REQUIRED; HOWEVER, DUE TO THE DEMAND FOR MARINES DURING THE HOLIDAY SEASON, WE MAY NOT BE ABLE TO MEET YOUR REQUEST.**

 Company Authorized Representative Signature Marine Reserve Campaign Coordinator

Return your completed request to:

Sgt Craig Harriman
 339 Republic Ave
 MCRTC Topsham Annex
 Topsham, ME
 Fax: 207-729-2756

FOR OFFICIAL USE ONLY

DATE SUBMITTED: _____ **REQUEST ACCEPTED: YES / NO**

NAMES: _____ **UNIFORM REQUIRED:** _____

 _____ **VEHICLE NEEDED:** _____

 _____ **COMPANY NOTIFIED OF INTENT:** _____

 _____ **DIRECTIONS PRINTED: YES / NO**

SPECIAL INSTRUCTIONS:

AUTHORIZED SIGNATURE