



Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

## Friends of the Riverfront – Stewardship Event Intake Form

Please submit this form to [Rosie@friendsoftheriverfront.org](mailto:Rosie@friendsoftheriverfront.org) at least 6 weeks in advance of your earliest preferred date to allow Friends of the Riverfront to submit all appropriate permitting paperwork to the City of Pittsburgh for approval. Once the form has been reviewed, you will receive a follow-up email within 5 business days.

### Organization Information

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

### Primary Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Event Information

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Is this a company-sponsored event? Yes \_\_\_ No \_\_\_

Is this an employee development day? Yes \_\_\_ No \_\_\_

Is this a Community Give-Back day? Yes \_\_\_ No \_\_\_

Are there any persons under the age of 18 in this group? Yes \_\_\_ No \_\_\_

Is this the first time we are partnering for an event? Yes \_\_\_ No \_\_\_

Number of anticipated volunteers: \_\_\_\_\_

Names of any other organizations involved: \_\_\_\_\_

\_\_\_\_\_

Special Accommodations: \_\_\_\_\_  
\_\_\_\_\_

**3 Best Dates, Priority Ordered**

First Choice

Day, Date, Start-End Time: \_\_\_\_\_

Second Choice

Day, Date, Start-End Time: \_\_\_\_\_

Third Choice

Day, Date, Start-End Time: \_\_\_\_\_

**Location**

Have Friends of the Riverfront choose location based on greatest need \_\_\_\_\_

OR suggest a location:

First Choice

Trail Segment Requested: \_\_\_\_\_

Second Choice

Trail Segment Requested: \_\_\_\_\_

**Event Marketing**

Will you have a Photographer? Yes \_\_\_\_\_ No \_\_\_\_\_ If YES, \_\_\_\_\_ student or \_\_\_\_\_ professional

Will you share event photos and marketing about the event? Yes \_\_\_\_\_ No \_\_\_\_\_

Social Media:

Yes \_\_\_\_\_ No \_\_\_\_\_ Facebook \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Instagram \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Twitter \_\_\_\_\_

Hashtags: \_\_\_\_\_