

**TEXAS  
WATERWAY  
CLEANUP  
PROGRAM**

**NOTE:** Please complete and return this form to Keep Texas Beautiful at least **six weeks** prior to your event to ensure timely shipping of materials. A wrap-up report will be due after your event. Visit [www.ktb.org](http://www.ktb.org) to download program forms and information.



Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address (No P.O. Boxes!) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

Your organization is (please circle):  KTB Affiliate  Working with KTB Affiliate on this cleanup  Other

**EVENT REGISTRATION:** *(Please complete a separate sheet for each event.)*

Event Name: \_\_\_\_\_ Name of Waterway(s): \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Total Number of Participants Expected: \_\_\_\_\_

Number of Participants Under Age 18 Expected: \_\_\_\_\_ Number of Scouts Expected: \_\_\_\_\_

**The KTB website will post general information on all events. Please indicate if you would like *contact information* for this event provided for the public.**  Yes  No

**The following FREE ITEMS will be provided automatically via email  
(unless paper versions are requested)**

- Event Planning Checklist
- Media Tip Sheet
- Order Form for a Customized Ad
- Sample Press Release
- Waterway Litter Fact Sheet
- Volunteer Safety Tips
- Sample Print Ad
- Sample Media Alert
- Sample Radio Copy
- Youth Activity Sheet



# EVENT REGISTRATION & MATERIALS ORDER FORM JULY – DECEMBER 2007

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check off which of the following **FREE SUPPLIES** you need for your event.

We will **ship** requested items to the address you provided.\*

*\*All materials available while supplies last*

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Water Quality Primer</b><br><i>Information booklet</i>                                       | <input type="checkbox"/> <b>Storm Drain Stenciling Information</b>   |
| <input type="checkbox"/> <b>Hand Sanitizer</b><br><i>(One 8 oz. bottle)</i>  | <input type="checkbox"/> <b>Garbage Bags</b> (No. Requested: _____ )<br><i>(Estimate 1 bag per adult and ½ bag per child)</i>                          |
| <input type="checkbox"/> <b>First Aid Kit</b><br><i>(One 33-piece kit)</i>   | <input type="checkbox"/> <b>Litter Pick-up Tools</b><br><i>(Designated number available per cleanup)</i>   |
| <input type="checkbox"/> <b>Sunblock Lotion</b><br><i>(One 16 oz. bottle)</i>  | <input type="checkbox"/> <b>Scout Patches</b>  |
| <input type="checkbox"/> <b>Youth Volunteer Giveaway Item</b>  | <input type="checkbox"/> <b>Disposable Gloves</b><br><i>(One glove per volunteer; please encourage volunteers to bring their own reusable gloves.)</i> |
| <input type="checkbox"/> <b>Adult Volunteer Giveaway Item</b>  |  |
| <input type="checkbox"/> <b>KTB fundraising letter of support</b> (No. requested: _____ )                                |  |
| <input type="checkbox"/> <b>Litter Prevention Poster</b><br><i>(For educational outreach)</i><br>(No. requested: _____ ) | <input type="checkbox"/> <b>Event Poster</b><br><i>(Customized for your event)</i><br>(No. requested: _____ )  |

The following information is required for customized event posters orders:

Phone number for event information: \_\_\_\_\_ Event Time: \_\_\_\_\_

Registration/Meeting Location: \_\_\_\_\_

Event Sponsors: \_\_\_\_\_

Pre- or Post- Event Activities (i.e. lunch) or other information *(will be included as space allows - please be brief)*: \_\_\_\_\_

SIGNATURE OF CLEANUP COORDINATOR: \_\_\_\_\_



Fax this form to 512-478-2640, email to [katie@ktb.org](mailto:katie@ktb.org),  
or mail to Keep Texas Beautiful  
P.O. Box 2251 Austin, Texas 78768  
Questions: Call 1-800-CLEAN-TX

