



Third Party Event Proposal Form

Name: _____

Contact Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Work Phone: _____

Home Phone: _____

Cell Phone: _____

*Email: _____

Event Information

Name of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Venue (Name and/or Address): _____

Briefly describe the nature of the event:

Is this the first year of the event? Yes No Past beneficiary: _____

What is the projected attendance of the event? _____

What is your financial goal (i.e. funds raised)? _____

*Please note, Niagara Children's Centre is not able to provide any financial assistance to cover costs as a result of your event. All expenses incurred must be paid by the individual or from the revenue generated by your event.

Will other charities be benefitting from the event? Yes No

If Yes, which charities? _____

How will you promote and/or market your event (i.e. website, social media, etc.)?

What support do you require from Niagara Children's Centre?

Pull-Up Banner Brochures/Annual Reports Outdoor banner Donation forms/envelopes

Tax Receipts* Access to online fundraising resources (peer to peer)

A representative of the Centre at the event To provide remarks

Other: _____

*Tax receipts will be issued according to Canada Revenue Agency guidelines at the discretion of Niagara Children's Centre. In general, donated prizes and in-kind services are not eligible for receipts. See Appendix D.

Please explain why you chose Niagara Children's Centre to be the recipient of your event.

Comments/Questions?

Agreement:

I, _____, agree that all use of Niagara Children's Centre's name and logo must be approved by a Centre representative prior to use. I agree that the information in this form is the best representation of the event I/we plan on organizing on behalf of Niagara Children's Centre and I agree to donate the full amount of designated proceeds raised within 90 days of the event date, unless otherwise agreed upon.

Signature of Applicant

Date

Thank you for Helping Kids Shine!