



THIRD PARTY EVENT PROPOSAL FORM

CONTACT INFORMATION

Contact person:

Title:

Please indicate which category best describes your organization:

Individual Business School Community/Social Club Service Club Other

If "Other", please describe.

Address:

/ apt.

Street

Province

Postal Code

Telephone:

Fax:

E-mail:

Website:

EVENT DESCRIPTION

Event Name:

Type of Activity:

Event date(s) and time(s):

Location/Venue:

Estimated amount of volunteers/staff required:

Brief description of the event (please include any fees charged for goods and services).

Expected # of participants:

Target Audience for the Event:

How will you be promoting the event?

WOMEN IN CRISIS INVOLVEMENT

What type of involvement do you want from WIC/ What are your expectations of WIC?

Required Tasks?

Public Speaker: Y N Please provide details:

Representation at Event: Y N Please provide details:

Will you require the Guelph-Wellington Women in Crisis's name and/or logo for promotional use?

Y N If "Yes", on what type of materials? Please Specify:

NOTE: GW-WIC must first approve the use of our name or logo on all materials

What materials (if any) from GW-WIC would be useful to your event? Please indicate quantities:

Brochures:

Annual Reports:

Other:

FINANCIAL INFORMATION

Will the proceeds from your event be donated only to Guelph-Wellington Women in Crisis?

Y N

If no, what other charities are involved? What percentage of revenue will they receive?

How will funds be raised?

Pledges Auction Ticket Sales Product Sales Donations

Other (please explain):

Total Expected Revenue: \$

Estimated expenses: \$

Anticipated Net Revenue: \$

Amount/Percentage of Net Revenue to be donated to GW-WIC: \$

Will you require tax receipts for this event? Y N

This form is due at minimum 30 days prior to the proposed beneficiary or co-operative event. Completion of this form does not assure approval. Upon approval, you will receive an approved signed copy of the form for your records. If you have any questions regarding this form or your fundraising event, please contact us.

Although the enthusiasm and sincerity of individuals and groups who want to conduct a fundraiser for GW-WIC is overwhelmingly appreciated, we are not always able to endorse every event. The following questions are considerations GW-WIC will use in ensuring a positive fit for all parties involved:

1. Has the third party provided sufficient information in their application?
2. Does the time of the initiative work with our current event schedule?
3. Does the initiative conflict any GW-WIC values, goals and policies?

By reading and signing this document, I/we acknowledge receipt of the Guelph-Wellington Women in Crisis Centre Event Guidelines for Third Party Fundraisers and agree to comply with all provisions in organizing and holding our fundraising event. I/we also agree with the collection of any and all information the Centre deems necessary to evaluate the event. I/we further attest that the information provided on this form is correct and accurately describes the proposed event.

I/we agree to indemnify and hold the Guelph-Wellington Women in Crisis Centre harmless for any expenses, losses, claims or damages resulting from the fundraising event or the noncompliance with any term or provision in the Guelph-Wellington Women in Crisis Centre Event Guidelines for Third Party Fundraisers.

*Signature of Third Party
Co-Ordinator*

Date (MM/DD/YYYY)

*Signature of Guelph-Wellington
Women in Crisis Executive-
Director*

Date (MM/DD/YYYY)

On behalf of everyone the Guelph-Wellington Women in Crisis Centre serves, our staff and Board of Directors wish to thank you once again for reaching out to us and helping us with our mission to build an strengthen our community. We cannot possibly do all that is needed in our community without your generous support.

