Ovarian Cancer Canada
Cancer de l'ovaire Canada

Community Event Proposal Form

1. Contact information

Name of individual/group/company planning the event: _____

Primary Contact Person: _____

_____

Mailing address: _____

Email address: _____

Daytime Tel: _____ Alternate Tel: _____

2. Event Details and Fundraising

Event Name:

Event Location: _____

Location Address: _____

Event Date: _____ Proposed Time: _____

Briefly describe the event:

_____

_____

_____

How do you plan to **raise funds** at your event?

- ☐ Pledges
- ☐ Tickets Sales
- ☐ Registrations Fees
- ☐ Silent Auction/ Live Auction
- ☐ Donations
- ☐ Other: _____

Financial Goal: $ _____

What proceeds will be donated to Ovarian Cancer Canada?

- ☐ All proceeds (no expenses to deduct from amount raised)
- ☐ Net proceeds (all proceeds minus expenses from the event)
- ☐ Partial proceeds (ex. $2 from every ticket sold will be donated OR % of sales from items). Please explain: _____
- ☐ Partial proceeds with more than one beneficiary of funds (ex. other charity). Please provide the name of the other beneficiary: _____

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Please note that offering **tax receipts** must be pre-approved by Ovarian Cancer Canada. Tax receipts are issued according to Canada Revenue Agency (CRA) Guidelines and your event may not be eligible.

Are you planning to serve alcohol at your event?
□ Yes □ No
****** Liquor License and Special Event Permits are regulated provincially. Ovarian Cancer Canada will not apply for a liquor license on behalf of a Community Event Organizer.

3. Marketing and Promotions

How do you plan to promote your event?
□ Flyers and Posters □ Email and eblast □ Website
□ Social networks □ Advertising in print, TV, or radio
□ Other _____

Do you need an electronic copy of our "In support of Ovarian Cancer Canada Logo"?
□ Yes □ No

Please note that the Ovarian Cancer Canada reserves the right to approve of all materials using our logo or messaging prior to printing or electronic publication. Refer to the Community Events Marketing Policy for details.

If you would like your event to appear under the News and Events section of Ovarian Cancer Canada's website, please provide your event details in 50 words or less:

_____

_____

_____

_____

Do you need information materials and pamphlets from Ovarian Cancer Canada?
□ Yes Quantity _____
□ No

4. Fundraising Agreement:

Please read the following and sign below to verify that you understand these community event procedures:

□ By publicly naming Ovarian Cancer Canada as the beneficiary of my event, I agree to donate the full amount of proceeds as stipulated in this proposal to Ovarian Cancer Canada within 60 days following the event.

□ I agree that the Ovarian Cancer Canada name and logo are registered trademarks. Prior to publicizing or holding the event, the Ovarian Cancer Canada must approve this proposal and use of name and logo.

□ I have read the Ovarian Cancer Canada Community Events Guidelines and agree to follow the rules contained.

Event Organizer Name (print): _____

Signature: _____ Date: _____

Kindly return this proposal to:

Catherine Argiropoulos
Donor Development Manager
Ovarian Cancer Canada

205 – 145 Front Street East
Toronto, ON M5A 1E3
Phone: 1-877-413-7970
Fax: 416-962-2701

Email: cargiropoulos@ovariancanada.org