# Special Event Proposal

**[Artists for a Cause Special Event]**

Thank you for your interest in planning an event to benefit Artists for a Cause. We appreciate the support and we want to help you however we can. Please fill out the form below to give us an idea of what type of event you are planning. We will review it and decide whether the event is approved. If you have any questions, please contact our fundraising coordinator \_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| Sponsor |  |
| Name |  |
| Address |  |
| Phone Number |  | Email Address |  |
| Name of Contact Person |  |
| Date of Event |  | Type of Event |  |

1. Please describe your event, including any activities you plan on having (i.e. Dinner, live music, dancing, a show, an auction, a raffle).

|  |
| --- |
|  |
|  |
|  |

1. What is the purpose of the event?

|  |
| --- |
|  |
|  |
|  |

1. How many people do you expect to attend the event?

|  |
| --- |
|  |
|  |
|  |

1. Will there be a charge at the door? If so, what will be the amount?

|  |
| --- |
|  |
|  |
|  |

1. How else will you be raising money at this event?

|  |
| --- |
|  |
|  |
|  |

1. What percentage of the proceeds will come to Artists for a Cause?

|  |
| --- |
|  |
|  |
|  |

1. How much do you plan on spending for the event?

|  |
| --- |
|  |
|  |
|  |

1. How much revenue do you expect the event to receive?

|  |
| --- |
|  |
|  |
|  |

1. What amount do you expect to donate to Artists for a Cause?

|  |
| --- |
|  |
|  |
|  |

1. Will you be publicizing the event? What methods will you use, and how large a campaign will you have?

|  |
| --- |
|  |
|  |
|  |

1. What do you need from us? (i.e. merchandise, letterhead, forms)

|  |
| --- |
|  |
|  |
|  |

1. Please provide any other relevant information about the event.

|  |
| --- |
|  |
|  |
|  |

I agree that I will not use any of Artists for a Cause logo or information without their first consenting to the event. Additionally, I certify that the event will be as described with any significant changes being approved by Artists for a Cause. I understand that this event serves as a fundraiser for the Artists for a Cause and all proceeds as discussed will be donated to the organization.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Printed Name |  |