



Big Sisters
OF BC LOWER MAINLAND

Community Fundraising Event Proposal Form

If you would like to support Big Sisters BCLM with a Third Party Fundraising Event, please fill out the form below and return to mweinstein@bigsisters.bc.ca or fax to 604-873-2122

CONTACT INFORMATION

Name of Person, Group, or Company Planning Event:

Contact Name: Contact Phone:

Contact Address:

Postal Code: Contact Email:

EVENT INFORMATION

Name of Proposed Event:

Date and Time of Event:

Event Location (Name and Address):

Expected Number of Attendees:

Type of event: One-time Ongoing Annual

Who is your target market? Family/ Friends Members Customers General Public

What inspired you to hold this event?

Description of Event & How Funds Will Be Raised (ticket sales, raffle, sponsorship, auction, pledges etc.):

Would you like a Big Sisters BCLM representative to attend the event? Yes No

If yes, what involvement will they have? Please note this is subject to availability.

Speech Cheque Presentation Press Conference Other:

Additional details:

FINANCIALS

Fundraising Goal: \$

Projected Gross Revenue (after expenses are deducted): \$

Will all of the net proceeds be donated to BS BCLM? Yes No Other:

Will tax receipts be required? Yes No

PROMOTION

Would you like to use the Big Sisters BCLM logo on your event promo material? Yes No

Please note Big Sisters BCLM must approve any and all name and logo usage, and have final approval prior to printing.

What kind of promotional materials will be created?

Brochure Poster Tickets Website Other:

ACKNOWLEDGMENTS

I acknowledge that Big Sisters BCLM reserves the right to withdraw its name from the event at any time. I acknowledge that I have read and understand the information contained in this Third Party Event Package and will adhere to all of Big Sisters BCLM Fundraising Guidelines.

Applicant Name:

Applicant Signature:

Date:

BS BCLM Staff Name

BS BCLM Staff Signature

Date

For Big Sisters BCLM Use Only:

Approved By (Print): _____ Initial: _____ Date: _____