

Event Application Form



Event Organizer: _____

Contact Name: _____

Organization/Company Name: _____

Telephone number: _____ Email address: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Event Proposal: _____

Name of Event: _____ Date: _____

Start date and time: _____ End date and time: _____

Event location(s): _____

Event description (please be as detailed as possible):

How will funds be raised (e.g.: ticket sales; pledge forms; admission fees; live or silent auctions; donations; etc.)?

Will your event require online donation support?

YES NO

Estimated total donation to UWW: \$ _____

Projected date that total donation will be

submitted to United Way SIBC: _____

Additional comments/details:

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Thank you for applying to host an event in support of United Way! We will be in touch with you shortly to talk about your application. In the meantime, here are a few considerations:

- ◆ United Way must approve the use of its logo on all event marketing materials.
- ◆ All event expense (e.g. insurance, license fees, overhead costs, transportation, etc.) are the sole responsibility of the event organizer, and not of United Way.
- ◆ Depending on the size and scope of your event, you may be asked to sign a legal agreement. This will protect you and us from any associated risks.
- ◆ The Events Team at United Way looks forward to supporting you with your event! Thank you again for applying.

Please submit your completed form to sarahanne@unitedwaysibc.com If you have any questions, please call (250) 860-2356.