



# SPECIAL EVENT PROPOSAL

Thank you for choosing to support Lutherwood!

We'd like to know a little bit more about you and your fundraiser.  
Please fill out as much information as you can.

Date Submitted: \_\_\_\_\_ Please submit application at least 30 days in advance of your event for approval.

### Contact Information:

Name of company/group organizing the event: \_\_\_\_\_

What is your connection with Lutherwood?: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel.: \_\_\_\_\_ Tel. (Alt): \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### Event Information:

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Name of Proposed Event: \_\_\_\_\_

Please provide a brief description of your event or product idea and outline how funds will be raised (for example, ticket sales, auction, product sales, pledges).

Will liquor be served at the event? Yes  No  If so who holds the liquor license? \_\_\_\_\_

Is this the first year of the event? Yes  No  Past beneficiary, if applicable: \_\_\_\_\_

Estimated number of participants or attendees: \_\_\_\_\_

Will any portion of the proceeds be going to any other organizations, charitable or other organization?

Yes  No  Who? \_\_\_\_\_

Estimated event revenue: \_\_\_\_\_

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What support do you require from the Lutherwood Foundation:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Lutherwood Table Display   | <input type="checkbox"/> Brochures               | <input type="checkbox"/> Banners         |
| <input type="checkbox"/> Donation Forms & Envelopes | <input type="checkbox"/> Lutherwood Presentation | <input type="checkbox"/> Volunteers      |
| <input type="checkbox"/> Speakers                   | <input type="checkbox"/> Use of logo             | <input type="checkbox"/> Tax Receipt(s)* |

\*Tax receipts will be issued at the sole discretion of the Lutherwood Child and Family Foundation according to Canada Revenue Agency guidelines.

The issuing of receipts must be approved by Lutherwood Foundation prior to the event.

Will your event be promoted:

- Privately (internally)     Publicly     Both

How will you promote your event?

- Posters/Flyers     Social Media     Radio/TV     Website     Other\_\_\_\_\_

Please tell us any additional information or ask any questions of us that you might have.

### Agreement:

I, \_\_\_\_\_, agree that the information in this form is the best representation of the event I/we plan on organizing on behalf of The Lutherwood Child and Family Foundation.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Lutherwood Child and Family Foundation truly appreciates your charity efforts  
and wishes your organization every success in this venture!