

Third Party Event Proposal Form

Today's Date: _____

Your Name: _____ Organization: _____

Street Address: _____ City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

Name and/or type of proposed fundraising event or promotion: _____

Event Date(s): _____ Event Time: _____ Location & Address: _____

Please provide any additional details/information about the event: _____

If tickets are necessary, how do you plan on distributing them? _____

How will revenue be generated through this event (ticket sales, auction, sponsorships)? _____

Estimate amount/percentage donated to GPSPCA? _____ Total Estimated Revenue: _____

Is this event new? If not, please give information on prior events including net proceeds:

Target Audience: _____ Expected Attendance? _____ Open to Public: Yes or No

How will you promote this event? (Invitations, Social Media, Press Releases, Advertisements, Posters, etc.): _____

_____ Promotion Start Date: _____ Promotion End Date: _____

What needs do you have from GPSPCA (ex. logos, brochures, etc.)? Please describe specific needs and deadlines.

Are there other beneficiaries of this event? _____ If yes, please list organizations. _____

Please check boxes acknowledging that you understand the statements below:

- All fundraising proposals must be filed at least one month prior to the proposed promotion or event date in order to be approved by GPSPCA development staff.
- Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events.
- Events in which GPSPCA's name and/or logo are used must be in accordance with the established style guidelines and approved by our marketing department before distribution. All materials must list our full name as "Great Plains SPCA".
- "Great Plains SPCA" cannot be used in the title of the event, but may be identified as the beneficiary of the event. For example, Sponsors should not refer to the event as "Great Plains SPCA XYZ Event" but rather "XYZ Event to benefit Great Plains SPCA".
- The organization and execution of the event is the sole responsibility of the Sponsor. The Sponsor must obtain any necessary permits, licenses and/or insurance, and is responsible for all expenses and debts incurred.
- I have read the GPSPCA Fundraising Events Guidelines and understand what is required for my event to be considered.

Signature of Sponsor: _____

Date: _____

PLEASE RETURN THIS FORM TO:
Great Plains SPCA
Attn: Development
5428 Antioch Drive, Merriam, KS 66202
Email: events@greatplainssPCA.org

