



# Red Door

FAMILY SHELTER

## EVENT PROPOSAL FORM

Application must be approved by the Red Door Family Shelter prior to holding or publicizing the event. Please allow at least 10 to 12 business days for approval.

### 1. Contact Information

Date Submitted: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Telephone (Bus): \_\_\_\_\_ Telephone (Home): \_\_\_\_\_

Telephone (Cell): \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about Red Door? \_\_\_\_\_

\_\_\_\_\_

### 2. Event Details

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to: \_\_\_\_\_

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

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

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

Please provide a brief description of the event and how it will raise funds/awareness in support of Red Door. If you require more space, please use the back of this sheet.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. Proposed Budget

All costs must either come out of the event proceeds or be paid directly by the event organizer. Please list expected revenues and estimated expenses:

Revenue		Expenses	
Ticket Sales/Admission	\$ _____	Venue Rental	\$ _____
Product Sales	\$ _____	Food	\$ _____
Sponsorship	\$ _____	Beverage	\$ _____
Donations	\$ _____	Printing (tickets, posters, etc)	\$ _____
Auction	\$ _____	Advertising	\$ _____
Raffle	\$ _____	Prizes	\$ _____
Pledges	\$ _____	Postage	\$ _____
Cash Bar	\$ _____	Other (specify)	\$ _____
Gifts-In-Kind	\$ _____		
Other (specify)	\$ _____		
<b>Total Revenue</b>	<b>\$ _____</b>	<b>Total Expenses</b>	<b>\$ _____</b>
		<b>Revenue to the Red Door</b>	<b>\$ _____</b>

Are there any sponsors? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please provide a list.)

How do you plan on promoting the event?

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(All materials being submitted to media must be pre-approved by the Red Door Family Shelter)

Do you require tax receipts? Yes \_\_\_\_\_ No \_\_\_\_\_

**All receipting issues must be discussed with Red Door before the event. Tax receipts will be given according to the regulations of the Canada Revenue Agency and Red Door's policies and procedures.**

### 4. Red Door's Role

What is the expected attendance at your event? \_\_\_\_\_

Do you require a Red Door representative to speak at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate what you will require from Red Door and, where applicable, amounts requested.

- |   |   |
|---|---|
| <input type="checkbox"/> Logo Use                 | <input type="checkbox"/> Newsletters: qty _____ |
| <input type="checkbox"/> Annual Report: qty _____ | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Brochures: qty _____     |   |

Please note that Red Door may not be able to accommodate all requests for materials and speakers.

## 5. Reference

Please list a reference (professional contact or previous fundraising recipient organization and contact) that we can contact if this is your first time conducting a fundraiser for the Red Door.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

## 6. Please read the following and sign below to verify that you have read and agree to the following terms and conditions:

- Proceeds from this event will be directed to the Red Door Family Shelter.
- By publicly naming the Red Door as the beneficiary of my event, I agree to remit the full amount of net proceeds from this event, together with all related financial reports, to the Red Door Family Shelter within **30 days** of this event.
- Tax receipts will be issued according to Canada Revenue Agency guidelines.
- I agree that Red Door's name and logo are important symbols which should not be misrepresented. Prior to publicizing or holding the event, the Red Door Family Shelter must approve this proposal.
- All materials with the Red Door Family Shelter's name on it must be pre-approved by the Red Door Family Shelter.
- The Red Door Family Shelter assumes no legal or financial liability associated with this event.
- The Red Door Family Shelter is not responsible for any accidents or damage to persons or property that may occur during the course of this event and I will arrange that suitable insurance is in place prior to staging this event.
- The Red Door reserves the right to cancel this agreement at any given time should the event undermine Red Door's mission, vision, values, established policies, or threaten its work and reputation within the community. The Red Door Family Shelter is not responsible for financial or other damages that may result from such cancellation.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Please complete form and return with any attachments by mail, email or fax to:

Red Door Family Shelter  
Attn: Development Office  
21 Carlaw Avenue  
Toronto, ON M4M 2R6  
Email: fundraising@reddoorshelter.ca  
Tel: 416 – 915-5671 x232  
Fax: 416 – 915-5698

*\*\*Please allow at least 10 to 12 business days for final approval of your proposal\*\**

***Thank you for supporting the Red Door Family Shelter***