



Red Door

FAMILY SHELTER

Third Party Event Proposal Form

The Red Door must approve this proposal form prior to holding or publicizing an event.

1. Contact Information

Date Submitted: _____

Contact Person: _____

Address: _____

City/Province: _____

Postal Code: _____

Telephone: (daytime) (evening) _____

Fax: Email: _____

How did you hear about Red Door? _____

2. Event Details

Event Name: _____

Event Date: _____ Time: _____ to: _____

Venue: _____

Address: _____

City/Province: _____

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. Budget/Financial Information

Please provide an estimate of the projected revenue, expenses, and total gift to Red Door

SOURCE	AMOUNT
1. Income	
Ticket Sales/Product Sales/Admission	\$ _____
Pledges	\$ _____
Items Donated (GiftsInKind)	\$ _____
Supplementary Fundraising (auction, cash bar)	\$ _____
Sponsorship	\$ _____
Other (please specify) _____:	\$ _____
Subtotal 1:	\$ _____
2. Expenses	
Location/Venue	\$ _____
Printing (pamphlets, tickets, posters)	\$ _____
Food/Beverage	\$ _____
Prizes	\$ _____
Advertising	\$ _____
Postage	\$ _____
Other (please specify) _____:	\$ _____
Subtotal 2:	\$ _____
Net Revenue to Red Door	\$ _____

Do you require tax receipts (please mark)? Yes / No

All receipting issues must be discussed with Red Door prior to the event. Tax receipts will be given in accordance with 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.

- Logo Use
- Annual Report: qty _____
- Brochures: qty _____
- Newsletters: qty _____
- Other (please specify)

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) below that we can contact if this is your first time conducting a fundraiser in support of Red Door.

Name: _____

Title: _____

Organization: _____

Telephone: _____

Relationship to you: _____

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 and the use of its name and logo.

By publicly naming the Red Door as the beneficiary of my event, I agree to donate the full amount of net proceeds raised within 30 days following the event (unless otherwise noted in this agreement).

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.

Signature of Applicant: _____ Date: _____

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

Red Door Family Shelter
Attn: Fund Development Manager
21 Carlaw Avenue
Toronto, ON M4M 2R6
Email: aforsyth@reddoorsshelter.ca
Tel: 416 – 915-5671 x230
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

For internal use only:

Date Approved: _____ Approved by: _____

Other Notes: _____
