

SCHEDULE "A"
EVENT APPLICATION FORM

Third Party Fundraising Event Application Form

Please complete the event application below in preparation for your meeting with the County, as indicated, below:

Contact Information

Contact Name: _____

Organization: _____

Phone Number: _____ day _____ evening

Email Address: _____

Mailing Address: _____

City/Town

Postal Code

Event Details:

Name of proposed event: _____

Date(s): _____

Event Location: _____

Address of Location: _____

Description of event: _____

How will funds be raised e.g. ticket sales, auction, raffles, pledges, etc?

Cost per person, if applicable: _____

Will you be seeking sponsoships? Yes No

If yes, who are you seeking sponsorship from? (Attach list, if needed)

Proposed Budget

All costs will be paid from the proceeds or directly by the event organizer. Please list all event costs even if you expect them to be donated.

COST

Location/Venue	\$ _____
Food/Beverage.....	\$ _____
Printing (tickets, posters, etc.).....	\$ _____
Advertising.....	\$ _____
Prizes.....	\$ _____
Other (please specify).....	\$ _____
Other.....	\$ _____
Other.....	\$ _____

ANTICIPATED PROCEEDS

Ticket Sales	\$ _____
Auction Proceeds	\$ _____
Donations	\$ _____
Sponsorship	\$ _____
Sub-total	\$ _____
Gift in Kind	\$ _____
Total Costs	\$ _____
(=) Net Donation to Northumberland County	\$ _____

Planning:

How to you plan to promote the event?

- | | | | |
|---|---|--|----------------------------------|
| <input type="checkbox"/> Brochures/flyers | <input type="checkbox"/> Newsletters | <input type="checkbox"/> Print advertising | <input type="checkbox"/> Posters |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Personal network | <input type="checkbox"/> Social Media | |

☐ Other, please specify: _____

Will alcohol be served? _____

If yes, who will be obtaining liquor license? _____

Will there be donated wine/liquor? _____

Does the organization have third party liability insurance? Please provide details:

Will you need Northumberland County's support with donation receipting? _____

Would you like to have a formal presentation of funds after the event? Yes No