

## Form: Request for organising a fundraiser event

Thank you for considering a fundraiser on behalf of PROCURE. We are truly grateful for your support and ask that the following guidelines be followed as you plan your event. These guidelines have been developed to make this process as efficient and straightforward as possible by spelling out both your obligations and those of PROCURE. Please make sure your event fits the mission and image of PROCURE. Remember that your event will not be a PROCURE event, but it will be an event to raise funds for PROCURE. A suggested way of promoting your event is "Funds raised will support the work of PROCURE..."

### Tell us about you:

Date of submission			
Contact person		Title	
Mailing address		City	
Province		Zip Code	
Day time phone		Evening phone	
E-mail		Fax	

### Tell us about your event:

Name of proposed event		Date (start / end)	
Place		Time (start / end)	

### Briefly describe your event.

Make sure to include the purpose of the event and any planned activities:

### Will your event require any permits, licenses or insurances? \*

YES       NO

\_\_\_\_\_

Please indicate your specific needs

If yes, please be advised it is the responsibility of the event organizers to obtain any necessary permits, licenses or insurance required. PROCURE will not make any applications for any such permits, licenses or insurance on behalf of the organizers. I the undersigned confirm that I have read and understand the above-mentioned policy re: application of any required permits, licenses or insurance.

\_\_\_\_\_  
NAME (Please print)

\_\_\_\_\_  
DATE (mm/dd/yy)

\_\_\_\_\_  
SIGNATURE

## General Information

How many guests (approximately) do you expect to attend or participate?

How will funds be raised?

Ticket sales		Amount	\$
Raffle /Auction		Sponsorship	
Benefits provided to participants (entertainment, food, etc.)			

Is this event  one-time or  annual?

Will there be an organizing committee?  yes  no

How many volunteers will be helping for the event? \_\_\_\_\_

## Promotional Information

How will you promote this event? (Flyers, radio, TV & newspaper ads, internet, community organizations)

Who will you solicit for donations, sponsorships, auction items, etc...?

## Budget information

PROJECTED REVENUES		PROJECTED EXPENSES	
Sponsorships	\$	Food & Beverage <sup>1</sup>	\$
Registration fees	\$	Photographer / video	\$
Ticket sales	\$	Entertainment	\$
Donations	\$	Logistics	\$
Pledges	\$	Permits & licences	\$
Others (silent action, raffle, ...)	\$	Printed material	\$
		Other supplies	\$
		Bank & other finance expenses	\$
		Other expenses	
Total Projected Revenue	\$	Total projected Expenses	\$
Expenses as a % of Revenue			%

Applications must be received no less than 10 days prior to event. Please submit the completed application and proposed budget to: [communications@procure.ca](mailto:communications@procure.ca) or by fax : (514) 341-4445

<b>Total Projected Revenue</b>	\$
<b>Total Projected Revenue</b>	\$
Expenses as a % of Revenue	%

<sup>1</sup> Please get your liquor license from the Régie des alcools, des courses et des jeux - <https://www.racj.gouv.qc.ca/index.php?id=55>



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The Force Against Prostate Cancer

## Notes