

# Event Proposal Form

1. Decide how you're going to make a difference.
2. Tell us about your event. Fill out the event application below and return it to the Foundation office. We will contact you shortly to discuss how we can help you plan a successful event.

## Contact Information

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

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

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

## EVENT DETAILS

Event name: \_\_\_\_\_ Date of event: \_\_\_\_\_

Description of event: \_\_\_\_\_

How will you be raising funds? ( Ticket sales, registration fees, pledges, BBQ, etc):  
\_\_\_\_\_

Dunnville Hospital & Healthcare Foundation

Will you have corporate sponsors for your event? Yes/No \_\_\_\_\_

If yes, please list confirmed sponsors: \_\_\_\_\_

Will all proceeds be donated to the DHHF? Yes \_\_\_\_\_ No \_\_\_\_\_

Fundraising goal for the DHHF? \$ \_\_\_\_\_

## Promotional Materials

Indicate which items you will require: \_\_\_\_ Banner \_\_\_\_ Pledge Forms \_\_\_\_ Donation Card

Will you be requesting the use of our logo? \_\_\_\_\_

Will you be requesting a staff or board member attend your event? \_\_\_\_\_

Any other details we have missed?  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you! Please return this form in person, by mail or email to DHHF. We will get back to you promptly. If you have any questions, please contact us at [info@dhhf.ca](mailto:info@dhhf.ca)**

# How can we help?

## **Donation Pledge Forms**

We can provide you with donation pledge forms so that you can keep track of who has contributed to your fundraiser and we can send tax receipts to donors. We can also provide donation cards to collect credit card information.

## **Tax Receipts**

The Dunnville Hospital & Healthcare Foundation is a registered charity and therefore is eligible to issue tax receipts. For more information please contact DHHF.

## **Marketing Your Event**

If you need help promoting your event, we can send you information on the many free and effective ways to advertise your activity and generate support. We will also advertise your event on our website, and all social media pages.

## **Endorsement Letter**

Sometimes it helps if people know that the Foundation is behind you in what you're doing. We would be happy to write a letter letting them know that we think your idea is great and we hope that they will support you.

## **Event Signage**

We can provide you with Dunnville Hospital & Healthcare Foundation signage and the use of our logo on approved event materials.

## **Event Support**

We are more than happy to work with you to arrange a Foundation speaker for your event and / or representation if appropriate.