



Fundraising Events Proposal

Please complete this form, print and submit by email to jsimpson@kidstlc.org or send to Jen Simpson KidsTLC, 480 S. Rogers Road, Olathe, KS, 66062

Organization:

Contact Person:

Phone: **Email:**

Address:

City: **State:** **Zip:**

EVENT INFORMATION

Name of Event:

Possible Date(s) of Event: **Time of Event:**

Description of the Event:

Are there other beneficiaries besides KidsTLC? If Yes, please list organizations:

Location and Address of Event:

If tickets are necessary, how do you plan on distributing them?

Is this a new event? If not, please give information on prior events including net proceeds:

How will revenue be generated through this event (ticket sales, auction, sponsorships)?

Who is your target audience?

Estimated Revenue:

Estimated amount or percentage donated to KidsTLC:

EVENT PROMOTION

How will you promote this event?

Open to Public (Y or N):

Promotion Start Date:

Promotion End Date:

What needs do you have from KidsTLC (ex: logos, banners, informational brochures, etc)? Please describe specific needs and deadlines:

Please check boxes acknowledging that you understand the statements below:

- All fundraiser proposals must be filed at least 30 days prior to the proposed promotion or event date in order to be approved by KidsTLC development staff.
- Events must comply with all federal, state and local laws governing charitable fund raising, gift reporting and special events.
- Events in which KidsTLC's name and/or logo are used must be in accordance with the established style guidelines and approved by KidsTLC's marketing department BEFORE distribution.
- "KidsTLC " cannot be used in the title of the event, but may be identified as the beneficiary of the event. For example, organizers should not refer to the event as "KidsTLC XYZ Event" but rather "XYZ Event to Benefit KidsTLC."
- The organization and execution of the event is the sole responsibility of the event organizer. The organizer(s) must obtain any necessary permits, licenses, and/or insurance.
- I have read the KidsTLC Fundraising Events General Guidelines and understand what is required for my event to be considered.

Signature of Event Organizer:

Date: