



THIRD PARTY EVENT APPLICATION

Event Organizer(s)

Type: Individual Group

Name Contact Person: _____

Title: _____

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Website: _____ E-mail: _____

Event Details

Name of Event: _____

Date of Event: _____

Location of Event: _____
(Venue Address)

Brief description of the event and how de funds will be raised:

Financial Information



Please provide your fundraising goals, as follows:

Anticipated net proceeds: \$ _____
(Total expected revenue minus total expected expenses)

Estimated donation date(s): _____

Amount/Percentage of net proceeds to be given to Archway Society \$ _____

Event Administration

Are tax receipts required? Yes No

List any materials or requests from Archway Society:

Letter of Support Yes No

Please indicate date letter required: _____

Use of Name & Logo Yes No

Please indicate preferred format of electronic logo: _____

Promotional Materials Yes No

Please indicate preferred materials: _____

Publication website/social media Yes No

Event Day Volunteers Yes No

Please indicate available volunteer roles: _____

Guest Speaker Yes No

Publicity



Briefly describe the proposed publicity plan for the event

Will the publicity be handled by a professional agency? Yes No

If yes, provide the name of the agency: _____

Will promotional flyers and posters be printed? Yes No

If yes, indicate the extent of distribution and dates of release:

Does the event organizer plan on using Archway Society's name in printed material and other publicity?

Yes No

Please note: Archway Society name and logo are the sole property of Archway Society and can only be used with Archway Society express written permission. All materials featuring the name and/or logo must be approved by Archway Society.

Will there be sponsors associated with the event? Yes No

If yes, provide a list of sponsors:

This application must be approved by Archway Society prior to publicizing or holding an event on Archway Society's behalf. Once the application has been approved, the Third Party Event Organizer will receive a copy of this form indicating approval and the Third Party Event Organizer will sign below to confirm the agreement.

Archway Society to complete:



The Archway Society for Domestic Peace acknowledges approval of the requested event on this application form to be organized and implemented by _____ (the "Third Party Organizer") on _____ (date) in support of the Archway Society for Domestic Peace

Per: Archway Society for Domestic Peace

Signed: _____ Date: _____

Print Name: _____

Third Party Event Organizer to complete:

_____ (the "Third Party Event Organizer") agrees to organize and implement an independent event on _____ (date) in support of the Archway Society for Domestic Peace. _____ (the "Third Party Event Organizer") agrees to:

- Adhere to the terms of the Archway Society for Domestic Peace Third Party Fundraising Policy;
- Immediately advise Archway Society of any incidents occurring at, or in relation to the event where harm may have been caused to an individual, where a legal breach or criminal act has occurred, or where media attention may reasonably result due to the incident;
- Contact Archway Society if the event is cancelled prior to the day of the event
- Be solely responsible for the event and any liability, costs, damages arising from the event.

Per: Third Party Event Organizer

Signed: _____ Date: _____

Print Name: _____

To submit this form:

- Mail to Archway Society: 2400 46 Avenue, Vernon, BC, V1T 9N5
- Fax to 250-558-3856
- Scan and e-mail to: sherry.d@archwaysociety.ca