

Planning Your Fundraising Event Letter of Agreement

We require event organizers to register their events with Tropicana Community Services and receive written approval from us prior to publicizing or hosting an event. Please complete this form and return by mail, fax or email.

I have read the Planning Your Fundraising Event Important Information sheet and Tips for Planning Your Fundraising Event information sheet. I understand and agree to these terms this _____ day of _____, 20__.

Name (please print)

Signature

In addition to your signature above, please provide as much of the following information as possible.

Contact Information

Full Name: _____

Phone (home): _____ (Cell): _____ (Business): _____

Fax: _____ Email: _____

Company/Group: _____

Street Address: _____

City, Province: _____ Postal Code: _____

Event Information

Official Name of Event: _____

Start Date: _____ End Date: _____

Event Location: _____

Event Address: _____

Event Details (briefly describe the event and how funds will be raised):

What Inspired You to Host this Event?

Online/Internal Promotion

Would you like your event listed on our [website](#)? Yes/No (circle preference)

Would you like your event published in our newsletter? Yes/No (circle preference)

Proposed Budget Expenses & Revenue

Please note that we realize these figures are estimates. Please use your best guess.

Anticipated Expenses: \$ _____

Anticipated Revenue: \$ _____

Net Revenue to Tropicana Community Services: \$ _____

