



Special Event and Promotional Proposal Form

Please complete this form with as much information as possible. **Childhaven requirements and guidelines for participation in your event may vary depending on the nature of your event.**

Contact Information:

Name of Sponsoring Organization/Individual: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Details:

Event Promotion

Name of Event or Promotion: _____

Date & Time: _____ Location: _____

Target Audience: _____

Description:

Childhaven Affiliation:

Please describe any prior or current affiliation you have with Childhaven:

Budget:

If you plan to use proceeds from the event to help cover expenses **please submit a separate preliminary budget** including amounts of anticipated revenue and expenses. We suggest you open a new checking account for your event.

As stated in the Guidelines for Fundraising Events, in order for Childhaven to consider approving your event, expenses must not exceed 1/3 of the gross revenue. Please include how the money will be raised, the donation percentage of an ongoing promotion and your fundraising goal.

Final proceeds and any donations should be submitted to Childhaven within 45 days of the event.

Do you intend to use a portion of the proceeds to cover expenses for your event?

Yes No

Promotion:

Do you intend to use the Childhaven name and logo? Yes No

Childhaven requires all promotional materials that include the Childhaven name and logo to be reviewed and approved by Childhaven Events Team before production, Please allow 5 business days for review.

Please check all forms of planned promotion:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Print | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Television | <input type="checkbox"/> Social Media (Twitter, Facebook, etc...) |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Other |

Sponsors/Underwriters:

Please list all businesses, foundations, individuals and organizations you plan to contact for cash or in-kind support. **Before you make any requests Childhaven must approve your list:**

Support You Can Expect From Childhaven:

Pending your proposals approval Childhaven may be able to provide you with assistance.

Please indicate what type of support you request:

- Logo Use
- Fundraising Ideas
- Childhaven video
- Placement on "Calendar of Events" on the Childhaven website
- Placement in the Childhaven e- newsletter
- Facebook promotion

Depending on the nature of needs for your event we may be able to offer further representation and assistance

The Events Team will evaluate your event proposal and respond within 5 business days.

School or Community Project Information:

Childhaven requires students or individuals under the age of 18 have a mentor or adult advisor to oversee the coordination of a school or community event/project.

Mentor. Advisor Name: _____

Telephone: _____ Email: _____

School: _____ School Telephone: _____

Signatures:

I have read Childhaven' Guidelines for fundraising Events and commit to compliance.

Printed Name: _____

Signature: _____

Date: _____

Please send your proposal and event proceeds to:

**Childhaven
Events Team
316 Broadway
Seattle, WA 98122**

Phone: 206.957.4806

Fax: 206.382.3303

daniellet@childhaven.org