Big Brothers Big Sisters
of Calgary and Area

fundraising event toolkit

Fundraising Event Application Form

If you would like to support Big Brothers Big Sisters of Calgary and Area with a Third Party Fundraising Event please fill out the form below and return to events.calgary@bigbrothersbigsisters.ca or fax to 403-777-3525

Name of Person, Group, or Company Planning Event:_____

Date of Event: _____ Time: _____

Location (Address/Facility/City): _____

Contact Name: _____ Contact Phone: _____

Contact Address: _____ Postal Code: _____

Contact Email: _____

Fundraising Goal: $_____ Expected Number of Attendees: _____

Guaranteed Minimum Amount: $_____ (committed to BBBS at the end of the event/promotion)

Description of Event:

_____

_____

Would you like a BBBS Calgary representative to attend the event (circle one)? Yes No

If yes, what involvement will they have? Please note this is subject to availability.

□ Speech □ Cheque Presentation □ Press Conference □ Other: _____

Additional details: _____

Would you like to use the BBBS Calgary logo on your event promotional material (circle one)? If Yes, it will be emailed to you at the above email address: Yes / No

Would you like a sample Event Checklist to assist in your planning (circle one)? Yes / No

ACKNOWLEDGMENTS

I acknowledge that BBBS Calgary reserves the right to withdraw its name from the event at any time. I acknowledge that I have read and understand the information contained in the BBBS Calgary Fundraising Event Toolkit and will adhere to all of BBBS Calgary's Fundraising Guidelines (page 3 – 4).

_____	_____	_____
Applicant Name	Applicant Signature	Date
_____	_____	_____
BBBS Staff Name	BBBS Staff Signature	Date

For Big Brothers and Big Sisters of Calgary and Area Use Only:

Approved By (Print): _____ (Initial) _____ Date:_____

Phone: 403-777-3535 | Fax: 403-777-3525 | 5945 Centre Street SW Calgary, AB T2H 0C2
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