



Third Party Event for The Redwood Proposal Form

The Redwood must approve this proposal form prior to holding or publicizing an event.

1. Contact Information

Date Submitted:

Contact Person: _____

Street: _____

City/Province: _____

Postal Code: _____

Telephone: _____ (daytime) _____ (evening)

Fax: _____ Email: _____

How did you hear about Redwood? _____

2. Event Details

Event Name: _____

Event Date: _____ Time: _____ to: _____

Venue: _____

Street: _____

City/Province: _____

Postal Code: _____

Please provide a brief description of the event and how it will raise funds/awareness in support of The Redwood. If you require more space, please attach more information.

3. Budget/Financial Information

Please provide an estimate of the projected revenue, expenses, and total gift to Redwood.

SOURCE	AMOUNT
1. Income	
Ticket Sales/Product Sales/Admission	\$ _____
Pledges	\$ _____
Items Donated (Gifts-In-Kind)	\$ _____
Supplementary Fundraising (auction, cash bar)	\$ _____
Sponsorship	\$ _____
Other (please specify): _____	\$ _____
	Subtotal 1: \$ _____
2. Expenses	
Location/Venue	\$ _____
Printing (pamphlets, tickets, posters)	\$ _____
Food/Beverage	\$ _____
Prizes	\$ _____
Advertising	\$ _____
Postage	\$ _____
Other (please specify): _____	\$ _____
	Subtotal 2: \$ _____
Net Revenue to Redwood (Subtotal 1 – Subtotal 2) =	\$ _____

Do you require tax receipts (please mark)? Yes No

All receipting issues must be discussed with The Redwood prior to the event. Tax receipts will be given in accordance with the regulations of the Canada Revenue Agency and The Redwood's policies and procedures.

4. The Redwood's Role

What is the expected attendance at your event? _____

Do you require a Redwood representative to speak at your event? Yes No

Please indicate what you will require from The Redwood and, where applicable, amounts requested.

Logo	Annual Report	Brochures
Newsletters	Other (please specify)	

Please note that The Redwood may not be able to accommodate all requests for materials and speakers.

5. Reference

Please list a reference (professional contact or previous fundraising recipient organization and contact) below that we can contact if this is your first time conducting a fundraiser in support of The Redwood.

Name: _____ Title: _____

Organization: _____ Telephone: _____

Relationship to you: _____

I agree The Redwood's name and logo are important symbols which should not be misrepresented. Prior to publicizing or holding the event, The Redwood must approve this proposal and the use of its name and logo. By publicly naming the Redwood as the beneficiary of my event, I agree to donate the full amount of net proceeds raised within 30 days following the event. The Redwood reserves the right to cancel this agreement at any given time should the event undermine The Redwood's mandate or threaten its work and reputation within the community.

Signature of Applicant: _____

Date: _____

Please complete form and return with any attachments by mail, email or fax to:

The Redwood
Attn: Donor and Community Relations Coordinator
2238 Dundas Street West, Box 59030
Toronto, ON M6R 3B5

Email: events@theredwood.com

Tel: 416.533.9372 x227

Fax: 416.533.7867

****Please allow at least 10-12 business days for final approval of your proposal****

THANK YOU FOR SUPPORTING THE REDWOOD!

For internal Redwood use only:

Date Approved: _____ **Approved by:** _____

Notes: _____