

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

Contact Person: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Tel.: _____

(daytime)

(evening)

Fax: _____

Email: _____

How did you hear about The Redwood? _____

2. Event Details

Event Name: _____

Event Date: _____

Time: _____

AM / PM

to

AM / PM

Venue: _____

Address: _____

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 on separate page.

3. Budget / Financial Information

Please provide an estimate of the projected revenue, expenses, and total gift to The 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):	\$ _____
Total Income:	\$ _____ (Subtotal1)
2. Expenses	
Location / Venue	\$ _____
Printing (pamphlets, tickets, posters)	\$ _____
Food / Beverage	\$ _____
Prizes	\$ _____
Advertising	\$ _____
Postage	\$ _____
Other (please specify):	\$ _____
Total Expenses:	\$ _____ (Subtotal2)
Net Revenue to The Redwood	\$ _____ (Subtotal1 - Subtotal2)

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 representative from The Redwood to speak at your event? Yes No
- Please indicate what you will require from The Redwood and, where applicable, quantities requested: (check all that applies)
 - The Redwood Logo (*.jpg) Annual Reports 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 (please print) _____ Position Title _____

Organization _____ Business Phone _____

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 return the completed form to:

By mail: OR **By fax:** OR **By email:**
The Redwood
Attn: Donor Relations Coordinator 416.533.7867 events@theredwood.com
P.O. Box 16023
Toronto, ON M6J 3W2

THANK YOU FOR SUPPORTING THE REDWOOD!

**** Please allow at 5 – 7 business days for final approval of your proposal ****

FOR REDWOOD USE ONLY:	
Approved by (please print)	Date