

## 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.

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### 3. Budget / Financial Information

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

SOURCE	AMOUNT	
<b>1. Income</b>		
Ticket Sales / Product Sales / Admission	\$	
Pledges	\$	
Items Donated (Gifts-In-Kind)	\$	
Supplementary Fundraising (auction, cash bar)	\$	
Sponsorship	\$	
Other (please specify):	\$	
Total Income:	\$	(Subtotal1)
<b>2. Expenses</b>		
Location / Venue	\$	
Printing (pamphlets, tickets, posters)	\$	
Food / Beverage	\$	
Prizes	\$	
Advertising	\$	
Postage	\$	
Other (please specify):	\$	
Total Expenses:	\$	(Subtotal2)
<b>Net Revenue to The Redwood</b>	\$	(Subtotal1 - Subtotal2)

### 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.

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Name (please print) Position Title

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Organization Business Phone

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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.

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Signature of Applicant Date

Please return the completed form to:

**By mail:** OR **By fax:** OR **By email:**  
The Redwood 416.533.7867 events@theredwood.com  
Attn: Donor Relations Coordinator  
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