

# DIY Fundraising Event Registration Form

## CONTACT INFORMATION

Name of Person/Fundraising Group/Company planning the event:

Email Address:

Address:

City:

State:

ZIP Code:

Phone (primary):

Phone (mobile):

Fax:

## EVENT DETAILS

Event Name & Description:

Venue:

Address:

City:

State:

ZIP Code:

Event Date:

Event Time:

Has this event take place before? Yes  No  If yes, when?

If held before, how much was raised? \$

Is the IRC the only beneficiary for this upcoming event? Yes  No

If not, what other charitable organization will benefit from the event?

How will donations be divided between organizations?

## FINANCIAL

How will funds be raised?

Ticket Sales  Donations  Sales of Merchandise or other goods  Other-please specify:

Estimated proceeds to the IRC : \$

Are licenses or permits required for this event?  Yes  No If yes, please list below:

**PUBLICITY AND PROMOTION****How do you plan to promote or publicize your event? (Check all that apply)**

- Invitations (Mail or Email)    Press Release    Brochures, Flyers, Posters    Internet    Radio    TV- national/local  
 Print Ads    Newspapers, Magazines- Please specify:    Other- Please specify:

**Will there be representation from the press at this event?  Yes  No****Will you use IRC's logo?  Yes  No**

Note: In order to use our logo, you must sign a logo license agreement with us.