



Briefly describe the event and the fundraising components (ticket sales, raffle, auction, sponsors, etc.)

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How will the event be publicized? (press releases, ads, PSAs, promotional flyers, etc.) Please attach any samples to the application.

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Do you plan to use the SFNE logo in any of your promotional materials?  Yes  No

If yes, what address can we e-mail it to?

Will you need SFNE collateral? Please note the amount of the following items.

<u>ITEM</u>	<u>QUANTITY</u>
SF Balloons	_____
About the Foundation brochures	_____
Overview brochures	_____
Information Cards	_____
SFNE Banner (on loan)	_____

**Budget/Fundraising Information**

Total projected revenue \$ \_\_\_\_\_

Total projected expense \$ \_\_\_\_\_

Will the event be sponsored or underwritten by another organization?  Yes  No

If yes, please specify organization \_\_\_\_\_

**\*REQUIRED: Please list all businesses you will be soliciting for sponsorship or in-kind contributions. (Use back of form if necessary.)**

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**Third Party Event Application**

Today's Date: \_\_\_\_\_

Please fill out and fax to the attention of Jack Armitage: (978) 887-0659 or e-mail to jarmitage@sfnewengland.org.

Name of Group/Organization planning event

\_\_\_\_\_  
Name of individual(s) in charge of event

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date and Time of Event

\_\_\_\_\_  
Location of Event

\_\_\_\_\_  
City, State, Zip

Event is:  open to the public  invitation only

Ticket price: \$ \_\_\_\_\_ Table price: \$ \_\_\_\_\_

Has this event taken place before?  Yes  No  
If so, when? \_\_\_\_\_

Will the amount raised be matched?  Yes  No

If possible, would you like to have someone from SFNE present at your event?  Yes  No If yes, in what role?

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