



147 Wyndham St. N.
3rd floor, Room 309
Guelph, ON
www.OutOnTheShelf.ca
info@OutOnTheShelf.ca
519.821.1789

Out On The Shelf Community Events Proposal Form

Date of proposal: _____
Name of event: _____
Primary contact name: _____
Mailing address: _____
City: _____ Province: _____ Postal Code: _____
Telephone: Home: _____ Business: _____
Cell: _____ Fax: _____
Email address: _____

Event Information

Briefly describe the event: _____

Event date: _____ Event time: _____
Expected # of participants: _____
Location and address of event: _____

Who is organizing the event? Company Organization Personal
If company, please state the name and nature of the business:

Who is responsible for the event? _____

What type of event are you staging? One time Annual Event

Will alcohol be available at the event? Yes No

NOTE: Out On The Shelf assumes no legal or financial liability associated with the event and will not take out liquor licenses for third-party events. For certain types of events, Out On The Shelf may require the organizing committee to acquire their own insurance and provide proof if requested.

Financial Information

How will funds be raised: (please check all that apply) donations/pledges
 silent/live auction ticket sales product sales
 corporate sponsorship - list organizations: _____
 other fundraising methods – please explain: _____

NOTE: If there is to be any gaming at your event (i.e. raffle, bingo or 50/50 draw), a gaming license is required by law. The licensing process may take up to 10 weeks to complete.

Please contact us at info@outontheshelf.ca before promising tax receipts to anyone attending or contributing to your event.

Projected Financial Information:

Revenue: \$ _____ Expenses: \$ _____

Estimated contribution to Out On The Shelf: \$ _____

Will the proceeds from your event be donated only to Out On The Shelf? . Yes . No

If no, what other charities will be involved? _____

Promotional Information

How will you be promoting your event? _____

Will you be promoting it: Locally Regionally Provincially Nationally

To use Out On The Shelf's name and logo in your promotional materials, please **contact us at info@outontheshelf.ca** for approval and to receive artwork files.

NOTE: Out On The Shelf must approve all documents and materials that make visual or verbal reference to the name, logo and/or official marks of Out On The Shelf, in whole or in part, whether intended for print, broadcast, or online media (i.e. websites).

What Out On The Shelf materials would be useful to your event? (please indicate quantities)

Out On The Shelf flyers # _____

Out On The Shelf pamphlets # _____

Out On The Shelf bookmarks # _____

To get your event listed on the Out On The Shelf community calendar, go to:

<http://www.outontheshelf.ca/forms/eventsform.html> and provide a brief written paragraph describing the event, including event date, time, location and how to purchase tickets/register.

Please identify any additional information you feel Out On The Shelf should know regarding your event:

Please read the following and sign below to verify that you understand all the conditions outlined on this form.

Out On The Shelf respects your privacy and will never sell, trade, or loan your information to any other organization. Your information will only be used for follow-up contacts (such as our newsletters), and to process and recognize your donations. By providing this information you consent to our collection of the information.

Signature of event organizer: _____

Date: _____

Submit this form to the attention of: Dave Vervoort, Promotions Committee Coordinator via:

email: info@OutOnTheShelf.ca

mail: P.O. Box 25064 , 370 Stone Road, Guelph, ON N1G 4T4

For more information about Out On The Shelf, visit www.outontheshelf.ca

* This form has been adapted from the Canadian Breast Cancer Foundation's Community Events Proposal Form