



Event Proposal Form

Thank you for choosing to support Autism Canada as you plan your upcoming event. We appreciate your willingness to join our team. If you wish to host an Independent Fundraising Event to benefit Autism Canada, we request that you complete and submit this Event Proposal Form for approval 60 days prior to your event. This will help clearly establish the parameters and expectations for all parties involved in the activity. Please email, mail or fax this completed form to Autism Canada.

Contact Information

Name: _____ Title: _____
Company: _____
Address: _____
City: _____ Prov.: _____ Postal Code: _____
Day Phone: (____) _____ Evening Phone: (____) _____ Fax: (____) _____
Email: _____ Website: _____

Event Information

Name: _____
Dates: _____
Location: _____
Detailed Event Description: _____



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Financial Information

Anticipated Gross Income: \$_____

Source(s) of Income: *(i.e. ticket sales, sponsorships, auction, etc.)* _____

Anticipated Corporate Sponsor(s): _____

Anticipated Expenses: _____

Types of Expenses: *(i.e. printing, food, location, etc.)* _____

Will you be engaging in any gaming activities? _____

Expectations of Autism Canada

Please describe in detail the support expected from Autism Canada. (e.g. Volunteers- numbers, times, duties; Promotions – press releases, invitations, etc.)

In order for us to fulfill your requests for support, we strongly suggest you provide 60 days' notice.

Marketing/Publicity Information

Briefly describe how you will advertise/market your fundraising event: _____

Will promotional materials, such as flyer or poster be printed? _____



Autism Canada Event Proposal Terms and Conditions

Autism Canada has a set of guidelines that we ask all individuals and organizations to follow when fundraising on Autism Canada's behalf:

1. The Autism Canada name and/or logo cannot be used to promote a fundraising event without prior approval by Autism Canada. All approved fundraising events should submit copies of print materials, which include the Autism Canada logo/name prior to printing.
2. Autism Canada asks that you do not organize a fundraising event that includes lotteries, gambling, raffles or drawings without first discussing it with Autism Canada. Any fundraiser that requires any type of license should first be discussed with and approved by Autism Canada.
3. Keep accurate accounts of your event. Autism Canada will not be responsible for any expenses incurred for a fundraising event.
4. The fundraising event activity should be one that does not conflict with the mission of Autism Canada (if unclear, contact Autism Canada).
5. Your fundraising event should not conflict with an existing Autism Canada fundraising event.
6. All funds and financial accounting must be submitted to Autism Canada no later than 30 days after the event.
7. Contact us with any additional questions you may have.

Privacy Statement

We respect your privacy. Autism Canada collects your personal information in order to process your request to organize a fundraising event for the organization.

I have read and agree to follow Autism Canada's Event Proposal Guidelines.

X _____
Signature

Date

Print Name

Print Title

Thank you for submitting your completed Event Proposal Form. It will be reviewed upon receipt and you will be contacted by Autism Canada within five working days. Please forward this completed and signed form to: Chantale at Chantale@autismcanada.org.