



APPLICATION FOR SPECIAL EVENT
to benefit the
Ronald McDonald House Saskatchewan
1011 University Drive, Saskatoon, SK S7N 0K4

Thank you for your interest in supporting the Ronald McDonald House Saskatchewan. In order for us to best serve you, please complete the following application and return for approval to the address above **or you can fax it to us at (306) 244-3099.**

Business: _____
Contact Person: _____ Title: _____
Address: _____
Postal Code: _____ Telephone: _____ Fax: _____
Cell Phone: _____ Email: _____

Please indicate the category that best describes your business:
Corporate School Community Service Club Other: _____

EVENT INFORMATION

Specific Description of Event: _____

Date: _____ Time: _____
Location: _____

Target Market for Event:
Employees Customers Members General Public Other: _____

PUBLIC RELATIONS INFORMATION

How will you be promoting your event? _____

Which of the following would you be utilizing to promote your event?

Medium	Date of Distribution
Internal Promotion (i.e. Newsletters etc.)	_____
Posters/Flyers	_____
Advertisements	_____
Public Service Announcements	_____

Other: _____

What support or assistance would you like from the House? (i.e. brochures, posters, House representative at the Event, etc.)

Note: When promoting your event, the purpose of raising dollars for the Ronald McDonald House Saskatchewan needs to be clearly stated. It is required that our official name and logo be used, and **that we approve the use of our name and logo on any print materials prior to the materials being printed.** We will provide you with the necessary information.

FINANCIAL INFORMATION

Estimated Income from the Event \$ _____

Estimated Expenses from the Event \$ _____

Estimated Donation to the House \$ _____

or _____% of Ticket Sales

or _____% of Raffle Sales

Will tax receipts be required? Yes No

(Note: No tax receipts will be issued for amounts under \$15.00)

Will other charitable organizations benefit from this event? Yes No

If yes, please list: _____

Note: Once your event has taken place, the House then relies on your donation. It is very important that your donation be submitted to the House office **within 30 days** of your event.

Please be advised that by publicly naming the Ronald McDonald House Saskatchewan as the benefactor of your event or promotion, you are required to donate the full amount of the proceeds raised on our behalf. The Ronald McDonald House Saskatchewan is not responsible for any financial losses. We appreciate your support and effort in making a difference!

If you have any questions, please contact the Ronald McDonald House Saskatchewan at (306) 244-5802.

Signature: _____ Date: _____

Position: _____

Approved by the Saskatchewan Ronald McDonald House:

Signature: _____ Date: _____

Position: _____