



Prostate Cancer Canada Community Event Proposal Form

NOTE: We will not approve the following types of events:

- Programs that involve a professional fundraiser, telemarketing and/or an agreement to raise funds on a commission, bonus or percentage basis.
- Vending machine sales.
- Events where the expenses cost more than half the gross revenue.
- Events that promote a political party, candidate or political campaign.

Contact Information

Describe the organization: (check one)

- a. Corporate _____
- b. School _____
- c. Individual _____
- d. Service Club _____
- e. Community Group _____
- f. Other _____ Please Specify: _____

Contact Name: _____

Contact E-mail: _____

Telephone Number: (h) _____
(c) _____
(b) _____

Fax Number: _____

Mailing Address: _____

Business Website: _____

Event Description

Event Name: _____

Event Date: _____

Event Location & Address: _____

Please Describe the Event:

Proposed Budget

Please list all costs to come out of proceeds or to be paid directly by event organizer. Please list all expenses, including the value of the donated goods and services. Please note that it is necessary to complete the budget using actual or estimated figures to gain approval from Prostate Cancer Canada.

Expenses

Venue/Location: _____

Food & Beverage: \$_____

Printing: \$_____

Advertising: \$_____

Prizes: \$_____

Other: \$_____ Please Specify: _____

Total Cost: \$_____

Revenue

Sponsorship: \$_____

Registration: \$_____

Ticket Sales: \$_____

Pledges/Donations: \$_____

Silent Auction(s): \$ _____
Other: \$ _____ Please Specify: _____

Total Revenue: \$ _____

\$ _____ Estimated net revenue to be donated to the Foundation (total revenue - total cost).

Please note that when a business or individual wishes to donate a portion of the proceeds from the sale of a product or service, this is a cause related marketing venture and will not be treated as a community event. In these cases, please contact the Foundation at 1.888.255.0333 and ask for our V.P. of Development.

Promotional Material & Tax Receipts

The Foundation would be more than happy to provide promotional materials, which will be sent to you prior to your event. Promotional materials will be distributed based on availability. Please note the quantities you require:

Brochures: _____

Posters: _____

Pins: _____

Do you need an electronic copy of our logo?

No: _____ Yes: _____ If yes, what file type will you need? _____

Please note that the Foundation reserves the right to approve all materials using our logo or messaging prior to printing. Please forward copies of your promotional materials as PDF, JPEG or Word documents to events@prostatecancer.ca.

Will your event require tax receipts?

No: _____ Yes: _____

Please Explain:

Please note that offering tax receipts must be pre-approved by the Foundation. Tax receipts are issued according to Canada Revenue Agency (CRA) guidelines. Therefore, *your event may not be eligible for tax receipts.*

Disclaimer:

By submitting this form, you agree to the following:

- I hereby understand that Prostate Cancer Canada's name and logo are registered trademarks. Prior to publicizing or holding the event, the Foundation must approve this proposal and use of our name and logo.
- By publicly naming Prostate Cancer Canada as the beneficiary of my event, I agree to donate the full amount of net proceeds raised within 30 days following the event.

Charitable Registration No: BN 89127 0944 RR0001

* After completing this form, please submit it via e-mail to events@prostatecancer.ca

Thank you for your interest in supporting Prostate Cancer Canada