



Sunshine Event Proposal Form

Thank you so much for considering The Sunshine Foundation of Canada to support through your event.

Please submit this form by email to **events@sunshine.ca** for approval at least 30 days before your event. Sunshine requires event organizers to register their events to ensure we are able to provide appropriate support and to ensure the community is made aware of events supporting our organization. Sunshine will be in touch within 5 business days of receiving your submission.

Event Information

Event Name:

Location: *Please include name of venue, full address and phone number.*

Type of Event: One-time Annual Other

Start Date of Event: DD MM YYYY

Start Time of Event:

End Date of Event: DD MM YYYY

End Time of Event:

Event Description: *Please provide a written description of your event including how funds will be raised as well as your financial goals for the event. e.g. From May 20 – May 21, 2017 we are holding a bake sale at the Secondary School. We will be providing Sunshine with the proceeds from the sale. We do this event every year and typically raise \$2,000. If there are ticket sales, be sure to include cost and what your guests receive for their ticket price.*

Host Information

Title: *Mr., Ms. Mrs. Dr. Miss Mr. & Mrs.*

Host Name: *First and Last Name*

Host Mailing Address:

Is mailing address a home or work address:

Company or Group Name:

Host Email Address:

Host Home Telephone Number:

Host Work Telephone Number:

Host Mobile Telephone Number:

How did you first hear about The Sunshine Foundation of Canada?

I give permission to The Sunshine Foundation of Canada to contact me, including by email, about activities and how I can support their mission. You can withdraw your consent at any time.



Event Promotion

Please provide contact information for your event as well as a publication description so we can promote your event online. Remember to include all event information including how to participate or register for your event.

Event Contact Name: *First and Last Name*
Event Phone Number:
Event Website:
Event email:

Publication Description: *Please provide a written description of your event to be posted online.*

Call to Action: *Are you encouraging ticket sales, attendance, etc.?*

Image File: *Once your event is approved, we would like to promote it on Sunshine.ca with an appropriate image. If you have an image file, please attach it here. The image could be an event poster, or photos from your event last year if applicable.*

Promotion Plan: *Briefly describe how you will promote your event including websites, social media, radio, television, and newspaper advertising.*

- Sunshine website event calendar
 - Printing posters and/or flyers. All materials using Sunshine's name or logo must be approved in advance by Sunshine. Please contact Sunshine to receive electronic files of our logos
 - Other _____
-

Please indicate that amount of promotional materials required for your event.

Paper Banners with Sunshine logo: _____

Sunshine Stickers: _____

Temporary Tattoos: _____

Donation/Pledge Forms: _____

Sunshine Fact Sheet: _____

****We receive many requests for materials; as a result we cannot always guarantee availability. Every effort will be made to fill your request.**

Event Photography: *Please have someone take photos at your event and provide to Sunshine at events@sunshine.ca*

Event Budget

Please note we know these figures are estimates. Best guesses are okay. We will not hold you to these numbers. All expenses must be paid from the revenue generated by your event.

Estimated Revenue
Personal Donations:



Corporate Donations:

Sponsorship:

Ticket Sales:

Registration Fees:

Silent Auction:

Live Auction:

Promotional Draw:

Other:

Estimated Expenses

Venue rental:

Food and beverages:

Printing (tickets, posters, etc.):

Advertising:

Prizes:

Other:

Net Revenue for The Sunshine Foundation

Estimated Revenue – Estimated Expenses =

The following points outline The Sunshine Foundation of Canada's understanding of our association:

- Under no circumstances can any service or goods be contracted under the name of The Sunshine Foundation of Canada.
- The volunteer event organizer will obtain all permits and insurance
- THE SUNSHINE FOUNDATION OF CANADA, THE SUNSHINE FOUNDATION, or SUNSHINE may not be used in the title or name of your event. Using "in support of The Sunshine Foundation of Canada" after your event name is acceptable, but not required
- Your organization and/or organizing committee will indemnify and save as harmless The Sunshine Foundation of Canada and its agents and servants from and against all claims, demands, losses, costs, damages, actions, suits, or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by or attributed to any such damage or injury arising from any fundraising/awareness efforts on behalf of The Sunshine Foundation of Canada.
- Under no circumstances will The Sunshine Foundation of Canada be associated with telephone solicitation, or door to door solicitation.
- The portion of the event that will raise money for Sunshine needs to be clearly stated on the promotional materials for your event. For example:
 - "All net proceeds will be donated to The Sunshine Foundation of Canada"
 - "50% of the ticket price will be donated to The Sunshine Foundation of Canada"
- The event organizer agrees to handle all monetary transactions and present the proceeds to Sunshine within 30 days of the event.
- All expenses are paid for by the event organizer and not covered by Sunshine
- Sunshine reserves the right to withdraw the use of its name at any time and will not assume any costs that may be involved in doing so.
- Donor recognition for the fundraising event will be provided in accordance with Sunshine procedures.
- Charitable donation receipts will only be issued in accordance with the Canada Revenue Agency guidelines. The final decision to issue official donation receipts will be made by Sunshine. Not all funds raised qualify for tax receipts. Please clarify details of your event and the receipts you would like to offer with Sunshine prior to your event.
- Sunshine is committed to protecting the privacy of personal information about our volunteers, donors, and other supporters. During the course of running your event, personal information



(such as addresses, phone numbers, email addresses) from donors may be acquired. This information is to be kept confidential at all times, and only given to a Sunshine staff member.

- Sunshine is compliant with the Personal Information Protection and Electronic Documents Act (Canada). Sunshine will not use acquired personal information for any purposes other than those related to events unless prior consent has been obtained. If you have any questions or concerns please contact Sunshine at events@sunshine.ca or 519-642-0990.