



## OAKLAND FOUNDATION

### **Friends Raising Funds Event Proposal Form**

Thank you for your interest in planning an event in support of the McLaren Oakland Foundation. Please review our policies and procedures received with this proposal, complete the form below and submit it for approval. If you have questions, please contact Angelina Tate 248-338-5385 or

[Angelina.Tate@mclaren.org](mailto:Angelina.Tate@mclaren.org)

Date Submitted:

\_\_\_\_\_  
Organizer Information Name of Group/Individual/Company holding event:

\_\_\_\_\_  
Primary Contact Name:

\_\_\_\_\_  
Title:

Address: \_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Type (please circle): Cell Work Home Alternate

Phone: \_\_\_\_\_ Type (please circle): Cell Work Home Email address:

\_\_\_\_\_  
Fax Number: \_\_\_\_\_

Website (if applicable):

\_\_\_\_\_  
Event Information Event Name:

\_\_\_\_\_  
Event Date:

\_\_\_\_\_  
Event Time:

\_\_\_\_\_  
Type of Event:

\_\_\_\_\_  
Location Name:

\_\_\_\_\_  
Location Address:

\_\_\_\_\_  
City, \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Brief Description of event:

\_\_\_\_\_  
Anticipated number of guests:

\_\_\_\_\_  
Donation How will funds be raised? (i.e. ticket sales, silent auction, etc.)

\_\_\_\_\_  
\_\_\_\_\_

The event organizer agrees to donate the net proceeds from the event to McLaren Oakland Foundation within sixty (60) business days of the event. \_\_\_\_ Yes \_\_\_\_ No Is there a specific type of cancer or program you are interested in supporting? \_\_\_\_ Yes \_\_\_\_ No If yes, please explain:

\_\_\_\_

**\*\*NOTE:** All costs associated with the event are the responsibility of the event organizer. Generally, these costs are covered by event proceeds. The McLaren Oakland Foundation will not be held responsible or reimburse for any costs incurred by event organizers related to the event. 10466949.2 What is being requested from the McLaren Oakland Foundation? The McLaren Oakland Foundation would be pleased to provide you with educational material for your event. Please specify, if any, the quantities you would like: 1. Educational Material \_\_\_\_ General \_\_\_\_ A specific type of cancer If so, what type? \_\_\_\_\_ 2. McLaren Oakland Foundation Name/Logo. Do you require an electronic copy of the McLaren Oakland Foundation logo? \_\_\_\_ Yes \_\_\_\_ No The event organizers understand and agree that the McLaren Oakland Foundation must review and approve all promotional and publicity materials using the McLaren Oakland Foundation's name or logo (including press releases, public service announcements, scripts, posters, etc.) before they are printed. \_\_\_\_ Yes \_\_\_\_ No **\*\*NOTE:** Your event's name may identify McLaren Oakland Foundation as the beneficiary of the event but McLaren Oakland Foundation should not be held out as the sponsor of the event. For example, your fundraiser may be promoted as "John Smith's Bowling Fundraiser in support of the "McLaren Oakland Foundation" but not incorporate the Institute's name as in "The McLaren Oakland Foundation and John Smith Bowling Fundraiser." 3. Social Media We may be able to help promote your promotions through our social media channels. Please only include information that applies specifically to your promotion. • Does this event have an official hashtag? Y / N # \_\_\_\_\_ • Event/Host Company twitter handle: @ \_\_\_\_\_ • Event/Host Company Instagram handle: @ \_\_\_\_\_ • Event/Host Company Facebook: \_\_\_\_\_ 4. Is this event open to the public? \_\_\_\_ Yes \_\_\_\_ No 5. Please describe your public relations plan for the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ By signing this document, the undersigned acknowledges that he or she is authorized to sign on behalf of the organizer and that he or she has received and read the Special Events Policies and Procedures document. Both the undersigned and the organizer agrees to abide by all terms and conditions set forth within the Special Events Policies and Procedures, which are applicable to the organizer's promotion.

Signature of Organizer:

\_\_\_\_\_ Date: \_\_\_\_\_ NOTE:

This is a proposal. Please do NOT proceed with any printing or promotion until you receive approval from McLaren Oakland Foundation. Mail/Fax/Email this completed form to: McLaren Oakland Foundation, c/o Angelina Tate, 50 N Perry St, Pontiac, MI 48342 Angelina.Tate@mclarenokland.org, 248-338-5385 (phone), 248-338-5667 (fax).