



## Special Events Proposal Form

Name of Event:

Date/Time of Event:

Location:

Sponsoring Organization:

Contact Person/Title:

Address:

City/State/Zip:

Phone:

Fax:

E-mail:

Event Description:

Have you formed a committee to help organize this event?

How will you promote this event?

What is your fundraising goal:           \$  
Projected expenses:                       \$  
Estimated gift to The Arc Fox Cities:   \$

Do you plan to seek gifts or donations from local businesses?

If yes, please provide a list of potential businesses. The Arc Fox Cities staff will review and approve the list of businesses to be approached.

Is the Arc Fox Cities the sole beneficiary of the proceeds? If not, please explain.

Why did you choose the Arc Fox Cities to benefit from this event?

Have you raised money for us before? YES/NO  
If yes, how?

Please list how you would like your donation to be used:

- Adult Programs
- Area of Greatest need
- Membership Education & Support
- People First (A self-advocacy group)
- Special Olympics
- Summer Camp
- Youth Programs
- Other:

#### **Agreement for Special Event**

**The Arc Fox Cities must approve all promotion of the event prior to its release, printing, etc. Usage of the Arc logo must be submitted and approved prior to use. The Arc Fox Cities retains the right to deny a special events proposal if deemed inconsistent with our agency mission. A financial statement detailing all income and expenses must be submitted to The Arc Fox Cities within 30 days of the event.**