

Chapter:

Special Event Proposal Form

Please complete to the best of your ability.

Contact Information

Name:

Address: City: Postal Code:

Phone (1): Business Home Cell

Phone (2): Business Home Cell

Email:

Event Information

Event Date(s): Start Time: End Time:

Venue:

Briefly describe your event:

Will liquor be served at the event? Yes No

↳ If so, who holds the liquor license?

Is this the first year of the event? Yes No

What are your goals for the event (please list any financial and promotional goals)? (ex: 100 attendees)

Event Budget

The Huntington Society recognizes that the figures below are estimates.

Estimated Gross Revenue <i>(before costs)</i>		\$	<input type="text"/>	
Anticipated Expenses	Venue Rental:	\$	<input type="text"/>	
	Food & Beverage:	\$	<input type="text"/>	
	Advertising:	\$	<input type="text"/>	
	Printing (tickets, posters, etc.):	\$	<input type="text"/>	
	Prizes:	\$	<input type="text"/>	
	Other <input type="text"/>	:	\$	<input type="text"/>
	Other <input type="text"/>	:	\$	<input type="text"/>
Other <input type="text"/>	:	\$	<input type="text"/>	
Total Expenses:		\$	<input type="text"/>	
Estimated Net Revenue <i>(after costs):</i>		\$	<input type="text"/>	

Comments:

Questions:

Promotion & Support

What support do you require from the Huntington Society?

- HSC Table Display HSC Brochures HSC Banner
 Fundraising Page/Online Registration Raffle/Lottery License Tax Receipt(s)*
 Other:

Tax Receipt(s)* will be issued at the sole discretion of Huntington Society of Canada based on Canada Revenue Agency guidelines. The issuing of receipts must be approved by Huntington Society of Canada before the event.

Raffle/Lottery License - Please note that the Gaming Services Act (GSA) regulates events such as bingos, raffles, Monte Carlos, casinos and 50/50 draws. Huntington Society staff must apply for the required license as stated in the GSA. Please allow for a minimum of four weeks to process applications. Huntington Society will not be responsible for obtaining a liquor license for independently organized fundraisers.

Will your event be promoted: Privately (*internally*) Publicly Both

How will you promote your event? (*select all that apply*)

- Word of Mouth Posters/Flyers Brochures TV
 Social Media Newspaper Radio Web
 Other:

Additional Information:

Please tell us any additional information or ask any questions of us that you might have.

Agreement:

I, _____, agree that the information in this form is the best representation of the event I/we plan on organizing on behalf of Huntington Society of Canada.

Signature

Date

**Thank you for supporting the search for meaningful
 treatments and a world free from Huntington Disease!**