



## FUNDRAISING EVENT REQUEST FORM

### CONTACT INFORMATION

Contact Name:
Organization/Business Name:
Phone:
Email:

### EVENT INFORMATION

Event Name:
Type of Event:
Date & Time:
Location:
How will money be raised?
Anticipated Donation:
Event Details:

### REQUESTED MATERIALS? (Check all that apply)

<input type="checkbox"/>	Brochures	<input type="checkbox"/>	Event Planning Advice
<input type="checkbox"/>	Pledge Forms	<input type="checkbox"/>	Tax receipts issued after event. (please provide full list of names, addresses, city and postal code)
<input type="checkbox"/>	Banner	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Support letter from Comfort Bears		

### WILL YOU NEED A SPEAKER?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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### WILL YOU BE REQUESTING TO USE OUR LOGO?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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*I UNDERSTAND IF I MENTION OR USE A LOGO OF Comfort Bears ON MATERIALS REGARDING THIS EVENT, I MUST RECEIVE APPROVAL FROM A Comfort Bears REPRESENTATIVE ON ALL PRINT MATERIAL PRIOR TO DISTRIBUTING TO THE PUBLIC.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE RETURN COMPLETED FORMS TO [Lena@comfortbears.ca](mailto:Lena@comfortbears.ca)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_