



Third-party event proposal

On behalf of the staff, volunteers, and participating warriors at Warriors and Quiet Waters, we thank you for wanting to include WQW in your unique fundraising/awareness event. Third-party events are promotions, fundraisers, or other events designed to raise money/awareness on behalf of WQW. Third-party events are held by a non-affiliated group or individual where WQW has no fiduciary responsibility and little or no staff/board member involvement. Third-party events are instrumental to increasing revenue, building awareness, and connecting with new supporters.

Sponsoring Individual/Organization you represent: _____

Individual Business Community Group Non Profit Other

Today's Date: _____ Primary Contact: _____

E-Mail Address: _____ Phone Number: _____

Name of Fundraiser or Awareness Event: _____

Date(s) of Event: _____ Time: _____ Location: _____

Brief description of event (please include entrance fee, costs associated with event if applicable):

Goal of event as it aligns with the mission of WQW: _____

How did you hear about WQW? _____

Approximate number of community members you hope to reach: _____

If money is raised, how will WQW receive proceeds from the event? _____

I would like someone from WQW to attend my event: yes no

Do you plan on using WQW's name or logo on any of your promotional material? If yes, please describe or attach any materials: _____

Guidelines:

- As the originator of a third-party event or project, you are considered the event organizer. The organization, promotion and execution of the event is your responsibility.
- WQW cannot reimburse expenses incurred as part of a third-party fundraiser and we appreciate your funding of the event. By doing so we are able to use our limited resources to help the warriors we serve.
- Whenever appropriate and within the context of WQW's larger fundraising and communications plan, WQW will work to ensure its base of supporters are aware of the third-party event.
- WQW has the right to protect the privacy of the warriors, donors, volunteers, staff and all others affiliated with WQW.
- WQW does not sell or share any donor or volunteer names or contact information to third-party fundraiser.
- WQW needs to pre-approve publicity materials and use of name and logo.
- Host will collect individual contributions and forward to WQW including names, addresses and donation amounts of all attendees to send donation acknowledgements or thank you notes when appropriate. Please have all checks made out to WQW.

I have read and agree to follow the above policies and procedures:

Event Name

Signature

Date

Questions?

Please contact April Lechman, Administrative Assistant
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(406) 585-9793

