



### Third Party Event Proposal Form

|  |           |
|--|-----------|
| Contact Name/Organization  |           |
| Contact Number/Fax   |           |
| Contact Address  |           |
| Contact Email  |           |
| <b>GENERAL EVENT INFORMATION</b>   |           |
| Event Name   |           |
| Event Type (Golf Tournament, Dance Etc.)   |           |
| Date & Time of Event   |           |
| Venue Name   |           |
| Venue Address  |           |
| <b>ADDITIONAL INFORMATION</b>  |           |
| Event Dress Code (Casual, formal, business attire, etc.)   |           |
| How many attendees do you expect?  |           |
| Are you holding this event in honour/memory of a person?   | Yes No    |
|  | For Whom? |
| Will this be an annual event?  |           |
| How much money would you estimate you will raise at this event?  |           |
| What percentage of the monies raised will be donated to Trails Youth Initiatives?  |           |
| How many volunteers will be participating?   |           |
| Will the event be open to the public?  |           |
| Will you require tax receipts? (circle one) YES NO<br>If yes: Please discuss with Trails to determine if issuing tax receipts is possible under CRA regulations. |           |
| Will you require a Trails representative to assist or speak at your event?   |           |
| Do you require a ticket to be purchased to attend the event to fulfill the request?  |           |
| Will there be a post-event cheque presentation?  |           |
| <b>WOULD YOU LIKE TO RECEIVE MATERIALS FOR DISPLAY AT YOUR EVENT?</b>  |           |
| If yes, what materials?  |           |



## Budget

All costs are to come out of the event proceeds or should be paid directly by the event organizer. Please list expected revenues and estimated expenses (even if you anticipate having them donated or sponsored).

Estimated proceeds from the event/fundraising activity: \$ \_\_\_\_\_

Estimated amount of donation (\$) to Trails Youth Initiatives: \$ \_\_\_\_\_

| Revenue   |    | Expenses                                    |    |
|---|----|---|----|
| Sponsorship                                     | \$ | Venue                                       | \$ |
| Donations                                       | \$ | Food/Beverage                               | \$ |
| Ticket Sales                                    | \$ | Printing (posters, tickets, etc.)           | \$ |
| Product Sales                                   | \$ | Prizes                                      | \$ |
| Silent Auction*                                 | \$ | Advertising                                 | \$ |
| Raffle*   | \$ | License Fees                                | \$ |
| Other   | \$ | Postage                                     | \$ |
|   |    | Security                                    | \$ |
| *these events require a gaming license          |    | Liability Insurance<br><i>if applicable</i> | \$ |
| Total Revenue                                   | \$ | Total Expenses                              | \$ |
| Net Profit (Total Revenue minus Total Expenses) |    |   | \$ |

Trails needs to raise close to \$1 million each year. Support from the community provides us with the capacity to offer our programmes at a minimal cost to the participants' families.

Every dollar makes a difference in allowing Trails to provide the highest quality programme for our participants.



### THIRD PARTY EVENT AGREEMENT FORM

I/We, \_\_\_\_\_, propose to offer Trails Youth Initiative to  
(Name of individual or organization)

organize and conduct an event to be called \_\_\_\_\_ in the  
(Name of event)

\_\_\_\_\_ area, on \_\_\_\_\_.  
(Date of event)

I/We agree to donate a portion of the net proceeds (\_\_\_\_\_ %) to Trails and to submit a financial report of the event detailing all revenue and receipts, all expenditures and net profit.

I/We hold harmless Trails for any and all liabilities associated with this event, unless prior written consent to cover expenditures is received from Trails' Office Manager or President.

Any other signage utilizing Trails' logo or public relations material must be authorized in writing by Trails.

I/We understand and acknowledge that Trails does not issue tax receipts for third party events unless it is an outright donation made out directly to Trails.

|   |                |      |
|---|----------------|------|
| Proposed this _____ day of _____, _____ by: |                |      |
| Signature                                   | Name and Title | Date |

|   |                |      |
|---|----------------|------|
| Accepted by: Trails Youth Initiatives, Inc. |                |      |
| Signature                                   | Name and Title | Date |