

**INTENT TO HOLD A THIRD PARTY EVENT FOR HOMES FIRST**

**Organization and Contact Person Information**

**Organization Name/Address:** \_\_\_\_\_

*Or check here if applicable: \_\_\_ Not an "organization" – We are a group of individual volunteers holding event.*

**Contact Person Name/Address:** \_\_\_\_\_

**Your Relationship to Organization Holding Event:** \_\_\_\_\_

(e.g., employee of organization holding event – give title; or volunteer of organization)

**Contact Person:**

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

If more than one contact person for Event, please provide in the spaces above the information for the additional contact person.

**Organization or Volunteer Group's relationship to Homes First :** \_\_\_\_\_

If you are already working with a staff member at Homes First (a Development Officer for example), please provide name: \_\_\_\_\_

**Event Information**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location (city and venue):** \_\_\_\_\_

**Briefly describe the event:** \_\_\_\_\_

\_\_\_\_\_

**How will funds be raised? Please circle all that apply:**

Ticket/Table sales \*\*\* Silent or Live Auction \*\*\* Direct Donations \*\*\* Other: \_\_\_\_\_

*Please be advised that raffles/games of chance require a license and strict laws apply to marketing & operation of raffles to raise funds. Purchase of raffle/gaming tickets is not tax-deductible. We suggest you obtain appropriate legal advice before selling raffle tickets.*

**Cost per person to attend event?** \_\_\_\_\_

**Cost to purchase table?** \_\_\_\_\_

**Alcoholic Beverages Served/Sold at Event?** \_\_\_\_\_

**Security Provided at Event?** \_\_\_\_\_

**What percentage of the event proceeds are to be designated for Homes First?** \_\_\_\_\_

**Will any other organization also receive a percentage of the event proceeds?** Yes \_\_\_ No \_\_\_

(If yes, please state the other organization(s) and percentage(s): \_\_\_\_\_

**Submitting Your Donation:** All event proceeds should be made payable in a single check made payable to Homes First, or through our online giving portal. Please let us know if online giving is of interest and get you set up.

**Remember:** You must obtain approval from our Development Director prior to the printing, production, distribution or publication of any materials containing the Homes First name or logo. Homes First must review all materials in which our name or logo appears. If you plan to use the Homes First logo, including the logo our Director of Development will send you an appropriate and up to date file.

By signing below, you acknowledge that you have received, read, understand and agree to the Homes First Third Party Event Guidelines and that you are authorized to sign on behalf of your organization.

\_\_\_\_\_  
Signature of Organizer

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY HOMES FIRST AND RETURNED TO THIRD PARTY ORGANIZATION**

**APPLICATION APPROVED BY HOMES FIRST**

**Date:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

\* \* \*

**Director of Development** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_