

EVENT PLANNING FORM

YOUR INFORMATION

FIRST NAME

LAST NAME

 NAME OF ENTITY PLANNING THIS EVENT
(IF DIFFERENT FROM ABOVE)

 EVENT ORGANIZER IS A(N): INDIVIDUAL VOLUNTEER GROUP CHARITABLE ORGANIZATION FOR-PROFIT BUSINESS

ADDRESS

CITY

STATE

ZIP

DAYTIME PHONE

EVENING PHONE

E-MAIL ADDRESS

FAX

ABOUT THE EVENT

NAME OF PROPOSED EVENT

EVENT DATE(S)

EVENT TIME(S)

EVENT LOCATION (VENUE, CITY, STATE)

EVENT WEBSITE (URL)

FOR HOW MANY YEARS HAVE YOU CONDUCTED THIS EVENT TO BENEFIT DANA-FARBER (INCLUDING UPCOMING EVENT)?

DETAILED EVENT DESCRIPTION

HOW DO YOU INTEND TO USE DANA-FARBER'S NAME(S) AND LOGO(S)?

EVENT DETAILS

EVENT WILL BE PROMOTED TO THE GENERAL PUBLIC:

 YES NO

 EVENT WILL INCLUDE: AUCTION OPPORTUNITY DRAWING (PLEASE NOTE THAT RAFFLES ARE NOT PERMITTED)

DANA-FARBER WILL RECEIVE 100% OF NET EVENT PROCEEDS:

 YES NO

IF NO, PLEASE LIST OTHER BENEFICIARIES AND PERCENT DANA-FARBER WILL RECEIVE

PROCEEDS WILL BE DIRECTED WHERE IT IS NEEDED MOST?

 YES NO

IF NO, PLEASE LIST DESIGNATION

DO YOU HAVE A BANK ACCOUNT BEARING DANA-FARBER'S NAME AND TAX ID?

 YES NO

IF YES, PLEASE PROVIDE ACCOUNT NUMBER (LAST 4 DIGITS)

NAME OF 1ST SIGNATORY

NAME OF 2ND SIGNATORY

FINANCIAL WORKSHEET

PARTICIPANT INFORMATION	
# PARTICIPANTS	
PRICE PER PARTICIPANT	\$

ESTIMATED REVENUE		ESTIMATED EXPENSES	
CARRY OVER BALANCE	\$	FACILITIES	\$
PARTICIPANT REVENUE	\$	ADVERTISING	\$
SPONSORSHIPS	\$	FOOD/BEVERAGE	\$
PLEDGES	\$	ENTERTAINMENT	\$
OPPORTUNITY DRAWING	\$	AWARDS/PRIZES	\$
AUCTION	\$	SECURITY	\$
OTHER REVENUE (PLEASE LIST):	\$	OTHER EXPENSES (PLEASE LIST)	\$
ANTICIPATED TOTAL REVENUE	\$	ANTICIPATED TOTAL EXPENSES*	\$
FUNDRAISING GOAL (TOTAL REVENUE LESS TOTAL EXPENSES)			\$
COST OF FUNDS RAISED (TOTAL EXPENSES DIVIDED BY TOTAL REVENUE)			%

*If you will be covering expenses entirely out of pocket or through in-kind contributions – please list expenses as \$0.

FUNDRAISING GUIDELINES

When conducting a volunteer fundraising event to benefit Dana-Farber Cancer Institute (“DFCI”), event organizers are expected to adhere to the following guidelines. Adherence to these guidelines will help you to have a positive fundraising experience and is especially important to ensure future collaboration under the DFCI umbrella:

- Volunteer fundraising events should complement the mission and image of DFCI and the Jimmy Fund. Under no circumstances may an event associate itself with a tobacco company or product. DFCI does not allow gambling, alcohol-themed events, and certain events containing an element of risk. Raffles shall not be permitted. Opportunity drawings, however, may be conducted in lieu of raffles. Please request a copy of DFCI's opportunity drawing guidelines from your event liaison.
- The estimated cost per dollar raised should be less than 50%. DFCI works very hard to maintain a cost of funds raised of 10% and expects its event organizers to do the same – every penny counts in the fight against cancer!
- DFCI's name(s) and logo(s) may be used only with DFCI's prior written approval. Once your event is approved, you'll be able to use the appropriate name and logo in your marketing materials. Your event liaison should review all event-related materials prior to printing and distribution.
- It is important to disclose to event participants the portion of event-related gifts and registration fees that is tax deductible. Fair market values for auction items and opportunity drawing prizes should also be disclosed to event participants. No items should be listed as priceless.
- Any services to be rendered in relation to this event shall not create an employer-employee relationship, a legal partnership or joint venture between the event organizer and DFCI.
- Volunteer fundraising events shall comply fully with all relevant local, state and federal laws, rules and regulations.
- Event proceeds and associated paperwork shall be submitted within **45 days** of the event date submitted on this form.
- Event organizer(s) shall not benefit in some way other than goodwill or retain any portion of event-related proceeds as personal profit or compensation for personal services. Proceeds shall not be controlled or deposited into any bank account without DFCI's prior written approval.
- Financial and in-kind contributions to third-parties will not receive a tax receipt from DFCI.
- Event organizers agree to indemnify and hold harmless DFCI and its officers, directors, agents, successors, heirs and assigns (“the DFCI Parties”) against any liability, damage, loss or expense incurred by or imposed upon the DFCI Parties or any one of them in connection with the event.
- Although DFCI's event liaisons are here to help make your event as successful as possible, there are limitations to DFCI's available resources and there are certain things that DFCI cannot provide such as financial support or reimbursement for expenses incurred. DFCI cannot enter into direct sponsorship of an event or recruit sponsors for you. DFCI does not maintain an inventory of auction items and is unable to provide access to memorabilia, professional athletes or celebrities. DFCI's internal event liaisons can, however, help you brainstorm event-related ideas and point you in the right direction. Speak to your event liaison about what else DFCI can do for you.
- DFCI works closely with several corporations and foundations to raise crucial funding through sponsorship and grant proposals. Please touch base with your event liaison before soliciting sponsorship or grant funding to avoid duplicative efforts.
- If your company plans to match the amount raised, please touch base with your event liaison for instructions.

Thank you for your interest in organizing a volunteer fundraising event to benefit Dana-Farber Cancer Institute and the Jimmy Fund. Your efforts to help Dana-Farber accomplish its mission to eradicate cancer are both needed and appreciated.

10% of all designated gifts supports our Faculty Research Fund to advance Dana-Farber's research mission.