



Northumberland Services for Women SPECIAL EVENTS AGREEMENT

Thank you for your interest in hosting an event or promotion to benefit Northumberland Services for Women (NSW). We are grateful for the generous support of individuals and community partners who share our commitment to advocate against violence and domestic abuse experienced by women and children. Your time, energy and contributions will help NSW grow to better serve Northumberland County.

To get started, we have compiled the following information to assist with planning your event and achieving success.

1. **Planning Committee:** You should recruit some help from friends, family, and coworkers to share the work. Be creative, unique events are welcome.
2. **Register your Event:** Once you know the type of event you want to organize, please fill out the application form/agreement attached and send it to NSW for approval. This will ensure your event does not conflict with other activities or fundraising initiatives affiliated with NSW.
3. **Budget:** Identify all possible sources of income and anticipated expenses. Have a realistic financial goal in mind. Prepare a budget in advance to support that goal and work towards it.
4. **Event Promotion:** Please identify your promotion needs on the application, and NSW will provide a logo and materials, with approval.
5. **Thank you:** Remember to thank everyone who participated and acknowledge them for their contribution.

We are eager to support you and assist wherever possible. For further information on how we can help you help us, please contact:

Heather Norris
Manager of Resource Development
905-372-7056 Ext. 236
hnorris@nsw.ca



A United Way Member Agency



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CONTACT INFORMATION

Date of Submission: _____

Contact Person: _____

Name of Organization Planning the Event: _____

Street: _____

City: _____ Province: _____ Postal Code: _____

Phone (business): _____ Phone (home): _____

Fax: _____ Email: _____

EVENT INFORMATION

Name of Event: _____

Is this a one-time, ongoing or annual event? One-time Ongoing Annual

Date of Event: _____ Time of Event: _____

Location of Event: _____

Will you be providing tax receipts: Yes No

NSW will provide assistance and clarification on receipting guidelines.

Will you require use of the NSW name and/or logo in your print materials and publicity?

Yes No If yes, please note NSW must approve all logo usage.

Would you like to have an NSW staff representative at your event? Yes No

Please provide a brief description of the event and how it will raise funds/awareness in support of Northumberland Services for Women:



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Special events are a very important part of the fundraising activities for Northumberland Services for Women. Beyond the funds raised during special events, important awareness is generated about NSW.

Please read the following agreement:

How we can help:

- Provide a letter of authorization to validate the authenticity of the fundraising event
- Use of NSW name and logo, upon review and approval of event and materials
- Attendance of an NSW member at the event, based on availability
- Issue tax receipts, if applicable
- Contribute to promoting your event
- Offer event planning advice

Responsibilities of the Event Organizer:

- Plan and implement the event
- Obtain all necessary permits, licenses and/or insurance required for the event
- Accept responsibility for all expenses associated with the event
- Provide all staffing and volunteers for the event
- Publicize the event with NSW approval for the use of its name and logo
- Provide tax receipts in accordance with the regulations of the Canada Revenue Agency. Receipting will be discussed with NSW prior to the event.

Signing this document indicates that you have read, understood and agreed to the above terms of the NSW Special Events Agreement.

Signature of Event Organizer

Date

Please complete and return to:

Northumberland Services for Women, Manager of Resource Development
Heather Norris
PO Box 935
Cobourg, ON K9A 4W4

Email: hnorris@nsfw.ca

Phone: 905-372-7056 x 236

Fax: 905-373-4800



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