

**Application to Host an Event to Benefit The Jett Foundation**

**Your Information**

Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email \_\_\_\_\_

This is my home address

This is my work address

**Organizer's Information**

Name of group or company planning this event (*if applicable*) \_\_\_\_\_

\_\_\_\_\_

Name of individual responsible (*if other than you*) \_\_\_\_\_

**The Basics**

Name of Event \_\_\_\_\_

Type of Event (*ex: Golf Tournament, Hoop-at-thon*) \_\_\_\_\_

\_\_\_\_\_

Event Date \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event Location \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## The Event

Has this event taken place before?

Yes

No

If yes, when? \_\_\_\_\_

Event is:

Open to the public

By invitation only

Ticket price (if applicable) \$ \_\_\_\_\_

Does your event require a license?

Yes

No

*(In the Commonwealth of Massachusetts certain gaming events – raffles, bingo, poker or Monte Carlo nights, etc – require a license. State and local regulations may vary. Your state's Attorney General's office would have more information)*

## The Numbers

Your Goal \$ \_\_\_\_\_

Total Expected Revenue \$ \_\_\_\_\_

Please list all corporations you plan to solicit for cash or in-kind support

---

---

---

---

---

Expected costs

*Location* \$ \_\_\_\_\_

*Food/beverage* \$ \_\_\_\_\_

*Printing (tickets, fliers, etc)* \$ \_\_\_\_\_

*Entertainment* \$ \_\_\_\_\_

*Prizes/giveaways* \$ \_\_\_\_\_

*Supplies* \$ \_\_\_\_\_

*Other* \$ \_\_\_\_\_

Total Expected Costs \$ \_\_\_\_\_

Estimated net revenue to the Jett Foundation \$ \_\_\_\_\_

Costs will be paid:  out of proceeds

by the organizer

The Jett Foundation will receive funds by: (date) \_\_\_\_\_

Will there be other beneficiaries in addition to the Jett Foundation?

- No  Yes -- Please identify:

### Publicity

Please describe how this event will be publicized \_\_\_\_\_

*Please note: once your event is approved, The Jett Foundation will send you a helpful fundraising and publicity sheet to help you gain the publicity you need for success!*

Would you like your event added to the Jett Foundation website events calendar?

- Yes  No

Would you like a Jett Foundation banner, brochures or other materials?

- Yes  No

If yes, please describe your needs \_\_\_\_\_

### Gift Restriction

- No Restrictions  Yes, I would like to restrict my gift to support a specific study, project or program supported by the Jett Foundation.

Please identify: \_\_\_\_\_

### Matching Gifts

- Yes, my employer will match my gift. My employer is: \_\_\_\_\_

*Many companies will match funds raised by employees for non-profit organizations. In some instances they offer a match of dollars given by the employee, in others they offer a dollar match for the time invested by the employee. Your human resources department can tell you more.*

### Event Agreement

The Jett Foundation must pre-approve all public fundraising events conducted on behalf of the Jett Foundation. Organizers of Jett Foundation-approved events will be mailed a helpful event planning packet, as well as a letter of endorsement. Notwithstanding such approval, any event material, advertisement or other public media that proposes to use the Jett Foundation name and/or logo must also be approved in advance, and must conform to the Jett foundation guidelines. Under No circumstances may an event organizer or any individual associated with the organizer retain any portion of event proceeds.

**I agree to the Jett Foundation's event guidelines**

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

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