



BUILDING HOMES. BUILDING HOPE.

Application for a Special Event
to benefit Habitat for Humanity Saskatoon

Thank you for your interest in supporting Habitat for Humanity Saskatoon. In order for us to best serve you, please complete the following application and return for approval to Habitat for Humanity Saskatoon.

Business: _____

Contact Person: _____ Title: _____

Address: _____

Postal Code: _____ Telephone: _____ Fax: _____

Cell Phone: _____ Email: _____

Please indicate the category that best describes your organization:

Corporate School Community Service Club Other: _____

EVENT INFORMATION

Specific Description of Event:

Date: _____ Time: _____

Location: _____

Target Market for Event:

Employees Customers Members General Public Other: _____

PUBLIC RELATIONS INFORMATION

How will you be promoting your event?

Which of the following would you be utilizing to promote your event?

Medium

Date of Distribution

Internal Promotion (i.e. Newsletters etc.)	_____
Posters/Flyers	_____
Advertisements	_____
Public Service Announcements	_____
Other:	_____

What support or assistance would you like from Habitat for Humanity Saskatoon?
(ex. brochures, representative at the event, post on Habitat’s facebook page and twitter, volunteers, etc.)

Note: When promoting your event, the purpose of raising dollars for Habitat Saskatoon needs to be clearly stated. It is required that our official name and logo be used, and **that we approve the use of our name and logo on any print materials prior to the material being printed.** We will provide you with any necessary information.

FINANCIAL INFORMATION

Estimated Income from the Event _____

Estimated Expenses from the Event _____

Estimated Donation to the House _____

or _____% of Ticket Sales

or _____% of Raffle Sales

Will tax receipts be required? Yes No
(Note: tax receipts are issued for amounts \$50 and up)

Will other charitable organizations benefit from this event? Yes No
If yes, please list:

Note: Once your event has taken place, Habitat Saskatoon then relies on your donation. Please submit the donation to Habitat Saskatoon within 30 days of your event.

If you have any questions, please contact Habitat for Humanity Saskatoon at (306)343.7772

Signature: _____ Date: _____

Position: _____

Approved by Habitat for Humanity Saskatoon

Signature: _____ Date: _____

(Barb Cox-Lloyd or Sharon Prediger)