

 Les Couleurs Charity Hosted Fundraisers

 EVENT REGISTRATION FORM

**Please complete this form with as much information as possible.**

Thank you for your interest in hosting a fundraiser for Les Couleurs Charity! This registration form is to let us know that you will be raising funds for LC. We look forward to providing you with the support you need for a successful event. Within 10 days of submission, we will contact you to confirm any additional event details.

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

**I. CONTACT INFORMATION**

**Primary Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**II. EVENT INFORMATION
Event Name/Theme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is Les Couleurs the primary beneficiary of event proceeds: Yes No
Please list any other beneficiary organizations and the percent of proceeds each will receive:**

**Please describe the type of event you plan to hold (include speakers, activities, food, etc.):**

**What is your estimated fundraising goal (after expenses)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please list your admission pricing (if there will be various cost levels, please describe):**

**Will your event include fundraising components other than the cost of admission? (please select all that apply)**

**III.**

**Food/Drink Sales
Silent Auction
Raffle
Merchandise Sales
Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MATERIALS & PUBLICITY**

**What Les Couleurs materials will you need for your event? (please select all that apply) Brochures (PDF version)**

**Brochures (hardcopy)
Fact Sheet (PDF)
Info on current Les Couleurs students (PDF)**

**Les Couleurs Informational PowerPoint

Les Couleurs logo (JPEG)**

**What types of publicity do you plan to use for the event?**

**………**

**Facebook
Twitter
Other social media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please outline the timing of your publicity plan for the event:**

**Publicity:**

**ADDITIONAL INFORMATION**

Please keep a copy of all publicity materials for your event, including press mentions, event flyers, programs, event listing, etc. Following your event, we ask that you send a packet of all these materials to Les Couleurs Charity for our records.