

EVENT PROPOSAL FORM

INSTRUCTIONS: Any person wishing to propose a benefit event to the Quebec Lung Association must fill out this form and sign the agreement.

You must fill in the appropriate fields regarding your event. Send the form, as well as all supporting documents, to the Quebec Lung Association by fax to 514-287-1978 or by email to evenement@pq.poumon.ca

GENERAL INFORMATION

Name of the group/business organizing the event: _____

Name of the person in charge: _____

Mailing address: _____ Suite: _____

City: _____ Postal code: _____

Telephone: _____ Fax: _____

Website: _____ Email address: _____

EVENT INFORMATION

Name of the event: _____

Start date: _____ End date: _____

Event location: _____

Expected attendance: _____

Expected media coverage (if applicable) : _____

Invited public figures (if applicable) : _____

Invited political representatives (if applicable) : _____

Do you plan to sell tickets for your event? yes ☐ no ☐

If so, how much will you charge for admission? _____

How much do you expect to collect (approximately)? _____

What percentage of this amount will be donated to the Quebec Lung Association? _____

Will you approach sponsors to cover the cost of organizing the event? yes ☐ no ☐

If so, which sponsors: _____

***Please include all event-related documents (description, budget, etc.)**

REQUESTED INVOLVEMENT OR MATERIAL

QLA logo (in jpg or eps format): _____ Resolution (pixels) : _____

Specify how you plan to use the QLA logo (please note that you will be required to have the QLA approve all documents displaying the logo) : _____

Posters: yes ☐ no ☐

Collection boxes (quantity): _____

Folders (consult list and prices on the QLA Website): _____

Official representative required: yes ☐ no ☐

Other: _____

(You will be expected to return the material, at your expense, no later than 30 days after the event).

REFERENCES

The individuals mentioned below must be acquainted with you for at least 2 years. They may not be family members or personal friends.

Reference 1

Last name: _____ First name: _____
Address: _____ City: _____ Postal code: _____
Telephone: _____ Fax: _____
Relationship: _____

Reference 2

Last name: _____ First name: _____
Address: _____ City: _____ Postal code: _____
Telephone: _____ Fax: _____
Relationship: _____

You must agree to the following conditions, before the QLA can endorse the organization of your event.

Policy Regarding Events Organized by a Third Party

1. It is understood and agreed that any event must be authorized in advance by the Quebec Lung Association. No event can take place without the verbal or written consent of the president and general manager or his(her) representative.
2. The Quebec Lung Association will not advance funds or supply volunteers for the event. The QLA may not be held liable for the event or the commitments made by the organizer(s) of such event.
3. I agree to use the Quebec Lung Association logo strictly for the purposes for which I have been granted the right to reproduce such logo.
4. It is understood and agreed that any advertising employed with respect to the event (ticket, poster, Website, interview, etc.), be it print, audio or virtual, must be approved by the Quebec Lung Association before it can be printed and distributed.
5. The amount raised through the event, as well as the promotional material loaned, shall be delivered to the Quebec Lung Association no later than thirty (30) days after the event.
6. The event shall be held in compliance with applicable laws.
7. The event shall not be inconsistent with the Quebec Lung Association's mission. For example, a project such as a "Cigar and Port" evening would be refused.
8. The Quebec Lung Association reserves the right to withdraw its support, at any time, subject to prior notification of two (2) days, if the organizer fails to comply with this agreement. In such case, any use of the Association's name and logo (advertising, tickets, posters, Website, etc.) pertaining to the event shall cease immediately upon receipt of such prior notice, and all promotional material linked to the Association shall be returned to the Association immediately.
9. The Quebec Lung Association shall be indemnified for any losses linked to liability, claims, lawsuits and damages, including any incurred defence costs or event-related claims.

I, the undersigned, _____ promise to comply with the regulations of the Quebec Lung Association, to remit all or part of the funds collected during the event, to refrain from using the Association's name or logo for purposes other than those mentioned in this document. I declare that I have filled out this form to the best of my knowledge and agree to comply with this agreement.

Signature of the event manager: _____

Date : _____

Any and all proposals must be submitted at least one (1) month before the planned start date of the event, to allow for processing of the request.