



Third-Party Event Registration Form

Beyond Batten Disease Foundation appreciates your desire to conduct a fundraising event to help eradicate Batten Disease. The Foundation operates with a very small staff and a growing group of dedicated volunteers. Your event extends our reach and expands our circle of friends and supporters. We ask that you register this event so that we can recognize your support and help you share information about the Foundation and its mission. Thank you.

Sponsoring Organization: _____

Corporation: _____ Non-Profit: _____ Other: _____

Contact Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Date(s) of Event: _____ Time: _____

Location: _____

Event Description (*Please include information on any planned ticket prices, entrance fees, auction or raffle, if applicable*):

What is your estimated total revenue for this event/effort? _____

What percentage of revenue will be used for expenses? _____

What percentage of proceeds (after expenses) will BBDF receive? _____

Please name any other charitable organizations that will benefit from this event:

How will BBDF receive proceeds from the event?

How will BBDF receive an accounting of funds collected and expenses made?



Will businesses be contacted for donations or to assist in the event in any way? **Y** **N**

If yes, please list any such prospects for BBDF to review to avoid duplicated efforts with business we might have already approached:

Do you plan to conduct an auction, raffle, or provide any other goods and services? **Y** **N**

If yes, please contact us to discuss.

Do you plan to use Beyond Batten Disease Foundation's name in promoting the event? **Y** **N**

If yes, please describe the materials you plan to create and please attach copies, if available:

What other types of promotion do you plan to use? (radio, TV, telemarketing, posters, etc.)

Can BBDF provide you with materials on programs and/or upcoming events either for your information or to display at the event? **Y** **N**

If yes, what type of materials would you prefer?

Please describe what additional involvement or support materials you would like for your event/effort. Include any information regarding requests for BBDF staff attendance at the event, and our role there.

Please return this form to Beyond Batten Disease Foundation for review and approval:

By fax: 512.835.4687
Attn: Mary Beth Kiser

By mail: Beyond Batten Disease Foundation
P.O. Box 200998
Austin, TX 78720

If you would like more information please call **Mary Beth Kiser, Executive Director**, at **512.275.2600** or e-mail **info@beyondbatten.org**. Thank you!