



Maggie's Place Event Partner Information Form

Please complete the following information and return to Maggie's Place, P.O. Box 1102, Phoenix, AZ 85001, or fax to 602.262.5556 or email cboujikian@maggiesplace.org. The information will be reviewed and the Marketing and Event Associate, Christi Boujikian, will contact you for further details.

*All fields are required

Organization Name (if applicable): _____

Organization Description: _____

Contact Name: _____

Web Site: _____ E-Mail: _____

Phone: _____

Address (if different from Organization): _____

City: _____ State: _____ Zip: _____

Name of Event: _____

Date of Event: _____

Time of Event: _____ Location of Event: _____

Detailed description of Event: _____

Staff member/volunteer you have spoken to about this Event. Christi Boujikian

What percentage of proceeds is being designated for Maggie's Place? _____

Expected amount of donations: _____ Expected attendance at event: _____

In what form will the donation come (cash, check, gift card, in-kind items, etc.)? _____

Are the funds designated for a specific need or home? If so, please list: _____

If other charitable organizations will receive donations through this event, please list them here: _____

How/When will Maggie's Place receive the donation from this event? _____

How will you promote this event: (Circle all that apply)

Web Page ☐ **Print Ads** ☐ **Facebook** ☐ **Press Releases** ☐ **TV** ☐ **Brochure/Flyer** ☐ **Other:** _____
Please list any companies sponsoring this event or approached to sponsor this event:

Partner event terms and conditions. Please read carefully:

Maggie's Place is grateful for our many volunteers who support our organization in a variety of ways, including their initiation of fundraisers on our behalf. Our mothers and their babies are the true beneficiaries of these tremendous efforts. We welcome your involvement in these fundraisers and want to do whatever we can to make your efforts as successful as possible.

- Maggie's Place can provide collateral materials (such as brochures, a high resolution logo, our 501(c)3 letter needed for solicitation, sample solicitation letters, sample thank you letters, etc.) depending on size and need.
- Maggie's Place promotes events in a variety of ways (via e-blasts, website promotion, social media outlets) on a case-by-case basis. Maggie's Place makes every effort to support each of our partner events without overwhelming our donor base. Depending on the size and scale of your event, the Development team will decide the most appropriate way to leverage promotion. The terms of Maggie's Place promotion will be discussed with you by the Marketing and Events Associate after your form is reviewed.
- Maggie's Place has a large volunteer base that may be contacted for interest in assisting with your event. Need and communication to volunteers on your behalf will be discussed with the Director of Events.
- Maggie's Place does not have the capacity to send out invitations for partner events.
- Maggie's Place cannot assist in finding sponsorship for partner events.

Although we cannot guarantee availability, Maggie's Place makes every effort to assist with providing the following for your event. Please complete with your ideal needs:

I would like Maggie's Place to promote the event through:

Email ☐ Website listing ☐ Social media/Facebook ☐

I would like the following materials for the event:

Brochures ☐ Small Pictures ☐ Large Display Photos ☐

Desired amount: _____

If available, I would like a staff member present to speak: ☐ ☐

If available, I would like help recruiting _____ volunteers for the event.

If available, I would also like: _____

I have read through and agree to the terms listed on this partner form.

Signature _____ **Date** _____