



EVENT PLANNING GUIDE

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MLSE FOUNDATION COMMUNITY IMPACT

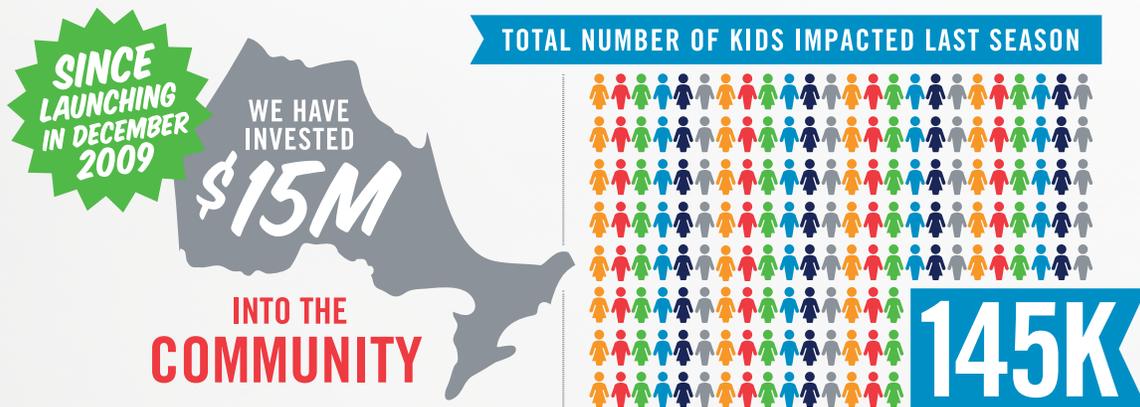
The MLSE Foundation believes all kids should have access to sport and the opportunity to develop lasting dreams on the playing field.

With the support of all 4 teams - Toronto Maple Leafs, Toronto Raptors, Toronto FC and Toronto Marlies, the foundation funds the refurbishment of local athletic facilities and fund charities that support kids through sports and recreational programs.

VISION: Changing kids' lives through the spirit and the power of sports.

MISSION: The MLSE Foundation strives to improve the lives of kids by funding the refurbishment of local athletic facilities and programs that support kids through sports and recreation.

As the MLSE Foundation grows, it will seek even greater collaboration with community and charitable partners and continue to invest in the revitalization of local communities through sports and recreation.





EVERY KID

**SHOULD HAVE THE OPPORTUNITY
TO DREAM BIG**

HELP US CHANGE THE GAME



www.mlsefoundation.org

CREATING YOUR EVENT

1. COME UP WITH AN IDEA FOR AN EVENT

A fundraiser can be anything: a gala, a BBQ, or even a 5K Run. Make it your own and explore creative ways to raise funds for your event while increasing awareness about the MLSE Foundation and our community efforts.

More event ideas:

- Concerts
- Dinner parties
- Raffles
- Auctions
- Sporting tournaments
- Car wash
- Charity balls
- Carnivals
- Celebrations (e.g. birthdays, weddings, graduation)
- Yard sales

2. MAKE A PLAN

Once you know what your event is, it's time to start planning! Successful planning consists of 80% planning and 20% execution. Start by picturing the event day and what you want to achieve. From there, build a program that will help you reach your vision. You may want to consider creating a planning committee to help share responsibility and researching other fundraising events.

3. STAY ORGANIZED

When it comes to hosting an event, it is essential that you stay organized. Many event planners use different tools to stay on top of things. Some things you should use that we consider almost essential in hosting a successful event are:

BUDGET: It is very important to know where you stand financially. You must know how much you have to spend and how much of it you are spending. This way, you don't have any surprise expenses and can maximize your profit to give the largest possible donation to your charity. Make sure to stay on top of your budget and know where you can spend.

CRITICAL PATH: This is essentially a calendar that states the tasks and responsibilities needed to be completed leading up to your event. This will allow you to have a realistic view of your timeline. It also keeps everyone informed about duties on the horizon.

EVENT SCHEDULE: To gain a better understanding of the day's events, it is highly recommended that you create a detailed schedule well in advance. This will help keep you on track during the event day itself, but also allows everyone to look forward and anticipate what needs to be done at a specific time.

4. SET REALISTIC GOALS

After you create a budget and critical path, go back to your initial vision and see if it is achievable. It's ok if you have to adjust your initial goals because you can always build on your ongoing successes until your event becomes what you originally envisioned.

5. CREATE A BACKUP PLAN

If anything happens that is unplanned (and it will), you want to be prepared. This means troubleshooting and planning in advance for anything that may impact the event or overall guest experience.

For example: weather can change in an instant, so be prepared! If your event is outdoors, have tents or a sheltered venue ready so you can seamlessly continue with your event should it begin to rain.

6. PROMOTE, PROMOTE, PROMOTE!

How are people supposed to support you if they don't know about your event? There are many methods of communication that are often free that you can use to promote your event.

For example:

- Social media (e.g. Twitter, Facebook, etc.)
- E-mail
- Friends and family
- Community newsletters
- Posters
- Word of mouth
- Community bulletin boards

7. SAY THANK YOU (AS MUCH AS YOU CAN)

People are showing their support and should therefore be recognized. Be sure to thank volunteers, staff, donors, and sponsors in a timely manner. It can be as simple as saying "thank you" before and/or at the event, or sending a thank you note afterwards (please see our Thank You Card Template).

8. EVALUATE YOUR EVENT

Seeking feedback and seeing if you achieved your goals is a great way to grow your event for the future. Evaluating your event afterwards provides you with a record of things that did or did not work. By measuring the success of your event, you can continue to grow it year after year (please see the Evaluation Form Template).

FREQUENTLY ASKED QUESTIONS

HOW THE MLSE FOUNDATION CAN HELP

Q: WHAT IS A COMMUNITY CHAMPION?

A: If you are hosting a community event, then you are already a Community Champion. If you are interested in hosting an event, please see our Community Event Proposal Form. This form MUST be filled out and sent to Nilesh.Chauhan@MLSE.com.

Q: WHAT ROLE WILL THE MLSE FOUNDATION HAVE?

A: An MLSE Foundation employee will act as a fundraising consultant. Each event is assessed individually and support will be provided based on the Community Event Proposal Form.

MLSE Foundation is usually able to provide (if needed):

- Consultation on fundraising
- Event day volunteers
- Fundraising initiatives
- Impact materials

Q: CAN I USE THE MLSE FOUNDATION LOGO FOR MY EVENT?

A: Once your event has been approved, you will be able to use the MLSE Foundation logo for event purposes. Approval by your MLSE Foundation contact will be needed on every location of logo placement.

Q: CAN I HAVE A MASCOT OR PLAYER APPEARANCE AT MY EVENT?

A: You may submit a player appearance request through MLSE at:

<http://www.nba.com/raptors/>
<http://mapleleafs.nhl.com/index.html>

Q: CAN I USE MLSE TEAM SPECIFIC CHANNELS SUCH AS MEDIA, TO PROMOTE MY EVENT?

A: We are able to use MLSE Foundation tools such the MLSE Foundation twitter feed or the MLSE Foundation website to help you promote your event. We provide events with our brand messaging and communications guide to help use the correct communication.

Q: CAN THE MLSE FOUNDATION PROVIDE SIGNED MEMORABILIA?

A: Fundraising incentives such as auction items or prizes can be provided based on the need of the event. The allocation of such items is based on availability and the type of event.

Q: CAN I GET PROMOTIONAL MATERIALS OR OTHER MATERIALS OF IMPACT FOR MY EVENT?

A: We are happy to provide you with informational pieces or donor cards for your event. Pick up times are coordinated with you or your event staff and a MLSE Foundation coordinator one (1) week in advance so you can collect these pieces at your convenience.

Q: CAN YOU HELP US FIND A SPONSOR OR SPONSORS FOR OUR EVENT?

A: Unfortunately, we are unable to use existing partnerships for your community event. As part of our fundraising consultation, we can advise you on how to approach potential sponsors for your event and a sponsorship request template if needed.

Q: I'VE NEVER PLANNED AN EVENT BEFORE, WHAT DO I DO?

A: Please see our Event Planning Guide for templates and tips that are helpful for planning your event. If you are still looking for assistance, please contact a team member and we can assist you once your event has been approved.

Q: WHERE CAN I FIND MORE INFORMATION ON THE MLSE FOUNDATION?

A: There are many ways to stay connected to the MLSE Foundation.

- twitter.com/MLSEFoundation
- facebook.com/MLSEFoundation
- youtube.com/teamupfoundation
- pinterest.com/mlsefoundation/
- about.me/teamupfoundation
- instagram.com/mlsefoundation

Q: HOW CAN I BECOME MORE INVOLVED WITH THE MLSE FOUNDATION?

A: If you are hosting a community event, then you are already showing your support for us as a Community Champion! There are several other ways you can become more involved:

- Host another community event
- Tell your friends about us
- Volunteer with our 50-50 Draw Program
- Support us by attending one of our events



COMMUNITY PARTNER SUPPORT

All events are supported with:

- Guidance throughout the entire event process
- Use of the Foundation name and logo with permission on event related locations
- Printed materials that explain the Foundation and where funds are distributed
- Additional resources as outlined in the chart below

Any support assets given by the MLSE Foundation must be returned if not used to for the event

EXPECTED REVENUE	WHAT WE WOULD PROVIDE
\$500	<ul style="list-style-type: none"> • Basic support of fundraising efforts
\$1,000	<ul style="list-style-type: none"> • Basic support of fundraising efforts • Attendance from a MLSE Foundation representative (if possible)
\$1,500	<ul style="list-style-type: none"> • Basic support of fundraising efforts • Attendance from a MLSE Foundation representative (if possible) (speaking opportunity) • Assistance from MLSE Foundation to procure items that could be used for the event
\$2,000	<ul style="list-style-type: none"> • Medium support of fundraising efforts • Attendance from a MLSE Foundation representative (if possible) (speaking opportunity) • Assistance from MLSE Foundation to procure items that could be used for the event • Promotion through our social media outlets
\$5,000	<ul style="list-style-type: none"> • Advanced support of fundraising efforts • Attendance from MLSE Foundation representatives (speaking opportunity) • Assistance from MLSE Foundation to procure items that could be used for the event • Promotion through our social media outlets • Support from the MLSE Foundation throughout planning process (ex. creation of event page that could be used to garner online donations) • Recruit additional external support for event
\$10,000+	<ul style="list-style-type: none"> • Premium level of support for fundraising efforts • Attendance from MLSE Foundation representatives (speaking opportunity) • Assistance from MLSE Foundation to procure items that could be used for the event • Promotion through our social media outlets • Extensive support from the MLSE Foundation throughout planning process (ex. creation of event page that could be used to garner online donations; documents sent to event staff at beginning of planning process on how to creatively fundraise) • Recruit additional external support for event • Event will be promoted by MLSE Foundation through internal emails and to select corporate partners



COMMUNITY EVENT PROPOSAL FORM

Please complete the event proposal form and return to: Nilesh.Chauhan@MLSE.com

*Someone from the MLSE Foundation will be in contact within 14 business days

CONTACT INFORMATION

Contact Name	Date of Submission
Address	City
Phone Number	E-mail
Organization hosting the event (if applicable)	

EVENT INFORMATION

Event Name	
Location/Site	
Date of Event	
Purpose- personal, publicity, etc.	
Rules/Regulations/Guidelines/Health & Safety Standards (Especially for sporting events- include attachments if necessary)	
Target Audience	
History of Event E.g. How many years has this event been going? Revenue history? Growth? How did it start?	
Program Outline/Schedule	
Promotional Support (Please list all advertising and media coverage)	
Logo Usage (Will you require the use of our logo, and for what purposes?) Staff/Volunteer Resources including time commitment E.g. # of volunteers, # of staff and hours requires, etc.	



Production Requirements E.g. inventory, vendors, suppliers, audio visual equipment etc.	
Thanks and Recognition (Please list what will be provided to participants, volunteers, special guests)	
Evaluation (Please outline how your event will be evaluated)	
Comments or Questions	

FINANCIAL INFORMATION (PLEASE ATTACH ADDITIONAL DOCUMENTS IF NECESSARY)

REVENUE Example: Donations Sponsorship Ticket Sales	
EXPENSES Example: Audio Visual Equipment Rental Food & Beverage Transportation Venue	
PROJECTED SURPLUS (Please indicate \$ or % that is going to the MLSE Foundation and/or any other organization(s)- if you are supporting more than one)	

By signing below, you agree to lawfully imputing the correct information above.

Print Name	Date	Signature
_____	_____	_____

* DUE TO THE OVERWHELMING NUMBER OF REQUESTS WE RECEIVE, THE MLSE FOUNDATION IS UNABLE TO COORDINATE PLAYER OR CELEBRITY APPEARANCES AT COMMUNITY EVENTS. PLEASE SEE OUR FAQ SECTION IF YOU WISH TO SUBMIT A PLAYER APPEARANCE REQUEST THROUGH THE MLSE COMMUNITY & SPORTS PARTNERSHIPS TEAM.*

TEMPLATES

BUDGET TEMPLATE

Use this template to record the financials of your event.

	PROJECTED	ACTUAL	DIFFERENCE
REVENUE			
Ticket Sales	\$8,000.00	\$10,000.00	\$2,000.00
Sponsorship	\$15,000.00	\$20,000.00	\$5,000.00
Donations	\$5,000.00	\$7,500.00	\$2,500.00
TOTAL REVENUE	\$28,000.00	\$37,500.00	\$9,500.00
EXPENSES			
Venue	\$8,000.00	\$7,500.00	\$500.00
Food & Beverage	\$3,500.00	\$4,000.00	-\$500.00
Audio Visual	\$4,500.00	\$4,500.00	\$0.00
Gifting	\$2,500.00	\$0.00	\$2,500.00
TOTAL EXPENSES	\$18,500.00	\$16,000.00	\$5,000.00
GROSS REVENUE	\$9,500.00	\$21,500.00	\$12,000.00
TAXES	\$1,235.00	\$2,795.00	\$1,560.00
NET REVENUE	\$8,265.00	\$18,705.00	\$10,440.00

CRITICAL PATH TEMPLATE

Use this template to track the progress of your event by checking the boxes

	MARKETING	LOGISTICS	SPONSORSHIPS	FUNDRAISING	VOLUNTEER COORDINATION
7 MONTHS	<ul style="list-style-type: none"> Develop marketing plan 	<ul style="list-style-type: none"> Develop concept day of schedule 	<ul style="list-style-type: none"> Establish sponsorship goal Create fundraising plan 	<ul style="list-style-type: none"> Establish fundraising goal i.e. \$ amount 	<ul style="list-style-type: none"> Determine number of volunteers needed
4 MONTHS	<ul style="list-style-type: none"> Begin promotional campaign 	<ul style="list-style-type: none"> Source potential venues Secure necessary permits e.g. photography, liquor, outdoor event 	<ul style="list-style-type: none"> Send sponsorship letters 	<ul style="list-style-type: none"> Choose fundraising initiatives e.g. raffle, silent auction, etc. Confirm volunteer support Secure fundraising materials e.g. raffle prizes 	<ul style="list-style-type: none"> Recruit volunteers
6 WEEKS	<ul style="list-style-type: none"> Communicate event to past participants or new participants 	<ul style="list-style-type: none"> Confirm vendors necessary Confirm venue Confirm audio/visual 	<ul style="list-style-type: none"> Review sponsors contacted to follow up with them Secure sponsorship contracts 	<ul style="list-style-type: none"> Review fundraising plan 	<ul style="list-style-type: none"> Create volunteer schedule
5 WEEKS	<ul style="list-style-type: none"> Assess promotional tools for effectiveness 	<ul style="list-style-type: none"> Confirm vendor set up with venue Confirm audio visual display 	<ul style="list-style-type: none"> Follow-up with sponsors 	<ul style="list-style-type: none"> Goal projection i.e. will you hit your projected target? 	<ul style="list-style-type: none"> Gather volunteer information e.g. contact information Order volunteer materials e.g. t-shirts
4 WEEKS	<ul style="list-style-type: none"> Create excitement around event if necessary 	<ul style="list-style-type: none"> Review event scheduling 	<ul style="list-style-type: none"> Confirm fulfillment of sponsorship contract 	<ul style="list-style-type: none"> Gather fundraising tools e.g. raffle tickets, package prizes, visual displays 	<ul style="list-style-type: none"> Develop volunteer briefing

	MARKETING	LOGISTICS	SPONSORSHIPS	FUNDRAISING	VOLUNTEER COORDINATION
3 WEEKS	<ul style="list-style-type: none"> Promotion event fundraising initiatives e.g. “Be sure to check out the silent auction for a chance to win a dream vacation” 	<ul style="list-style-type: none"> Confirm with venue about any challenges that may occur 	<ul style="list-style-type: none"> Continue to confirm fulfillment of contract 	<ul style="list-style-type: none"> Promote fundraising activities for the event e.g. silent auction Coordinate volunteers assigned to fundraising 	<ul style="list-style-type: none"> Review volunteer schedule
2 WEEKS	<ul style="list-style-type: none"> Send reminder to guests about the event 	<ul style="list-style-type: none"> Confirm with external companies e.g. audio visual or catering 	<ul style="list-style-type: none"> Follow-up with sponsors 	<ul style="list-style-type: none"> Package prizes or fundraising materials 	<ul style="list-style-type: none"> Send communication to volunteers with event details e.g. event schedule, volunteer roles, apparel, etc.
1 WEEK	<ul style="list-style-type: none"> Increase promotion of event 	<ul style="list-style-type: none"> Review and adjust any 	<ul style="list-style-type: none"> Exchange contact details with onsite sponsors 	<ul style="list-style-type: none"> Volunteer/ Staff training 	<ul style="list-style-type: none"> Volunteer orientation
DAY BEFORE EVENT	<ul style="list-style-type: none"> Promote the event via social media channels 	<ul style="list-style-type: none"> Rehearse schedule for event day 	<ul style="list-style-type: none"> Confirm with any sponsorship materials that may be onsite 	<ul style="list-style-type: none"> Set up fundraising activities onsite e.g. set up silent auction table, ensure all packages are onsite, etc. 	<ul style="list-style-type: none"> Prepare volunteer materials
EVENT DAY	<ul style="list-style-type: none"> Use instant time social media e.g. Twitter to promote the event 	<ul style="list-style-type: none"> Ensure event activities are occurring as scheduled 	<ul style="list-style-type: none"> Ensure sponsorship contract is fulfilled 	<ul style="list-style-type: none"> Execute fundraising activities Promote initiatives 	<ul style="list-style-type: none"> Brief volunteers of roles
POST EVENT	<ul style="list-style-type: none"> Send thank you letters to guests 	<ul style="list-style-type: none"> Debrief meeting with any external companies e.g. venue Ensure rented equipment is returned 	<ul style="list-style-type: none"> Send thank you letters to sponsors 	<ul style="list-style-type: none"> Follow-up with outstanding payments Reconcile fundraising initiatives 	<ul style="list-style-type: none"> Send thank you cards to volunteers

THANK YOU CARD TEMPLATE

Use this template to thank guests, donors, sponsors and participants.

DOWNLOAD



Dear (donor name)

Thank you so much for your support
with (event name)

With your help, we were able to raise
(dollar amount) in support of the
MLSE Foundation.

Once again, thank you for your
committed support!

Sincerely,
(your name)

CHANGING LIVES THROUGH THE SPIRIT AND THE POWER OF SPORTS



EVENT EVALUATION TEMPLATE

Please complete the event evaluation form and return to: (Enter Contact Information)
(Event Planner Fills In Information)

EVENT INFORMATION

Contact Name	Organization that hosted the event (if applicable)
Address	City
Phone Number	E-mail
Date of Event	Amount Raised
Number of attendees	

PLEASE RATE THE FOLLOWING ASPECTS OF THE EVENT

	VERY GOOD	GOOD	NEUTRAL	POOR	VERY POOR	NOT APPLICABLE
Support given by MLSE Foundation						
Event planning committee						
Overall organization of event day						
Overall event success						
Effectiveness of marketing						
Overall experience						
Overall engagement						
Comments:						

FEEDBACK QUESTIONS

Would you consider attending this event again? Why or why not?	
Are there ways to make this event more engaging?	
Is there anything they should do differently?	
How was the guest/participant experience?	
Any recommendations on how the MLSE Foundation can support the event more?	
Recommendations:	
Comments:	

TAX RECEIPTS

The MLSE Foundation is proud to be a leader in fundraising in Canada and is committed to following all rules and regulations regarding tax receipting set out by the Canada Revenue Agency (CRA). This is also important to protecting our charitable status (<http://www.cra-arc.gc.ca/menu-eng.html>).

It is very important that you understand the rules about tax receipts before you plan your event. The requirements for receipting are extensive and time consuming. You may decide, in the end, that if only a small tax receipt can be issued, it may be better not to offer them at all.

It is your responsibility to communicate decisions surrounding tax receipting to the participants of the event, so please be sure you and your development coordinator have discussed your situation in detail and that you are clear about what you can and cannot offer.

In general, if an individual or corporation is receiving any benefit for their donation or contribution, then a tax receipt is not usually issued. There are some exceptions to this, as described further in this document. Benefits could include: dinner, alcohol, chance to bid on auction items, entertainment, parking, etc.

It is very important to first ask yourself:

Is receiving a tax receipt important to the people participating in my event?

If the answer is NO, you will be saving yourself and the Foundation hours of work by deciding not to offer them. The Foundation would be pleased to provide a thank you letter confirming any gift rather than issuing a tax receipt.

If the answer is YES, then be sure to review the following information about tax receipts and talk with your development coordinator to confirm your plan.

The Foundation can provide tax receipts **only if**:

1. You have submitted an Event Proposal Form and have been given approval by a development coordinator from the Foundation.
2. You provide a complete and legible list of donors:
 - a. First and last name
 - b. Address, including city and postal code
 - c. Amount given
 - d. Amount tax receipt to be issued for
 - e. List and value of any benefits received for donation (Fair Market Value)**
3. The tax receipt information and donations are received within 60 days of your event.

Note: Tax receipts dated for the year of your event can only be issued if all money and information is received by December 1st of that year.

4. The donation is \$20.00 or greater.
5. The tax receipt is being issued to the person who made the donation (unless the cheque issuer acts as a donation collector and issued a complete list of donor details and amount given).
6. The rules and regulations additionally outlined for your specific type of event are followed.

The business gift letter can always be provided to sponsors or other corporate contributors as proof of payment. Often, a charitable tax receipt is neither required nor appropriate for this group of contributors.

TAX RECEIPT INFORMATION FOR INDIVIDUAL CONTRIBUTORS

Individuals can give in the following three ways:

1. **Donations:** If money is given directly to the Foundation, in the form of a cheque or cash donation, then we can issue a charitable receipt to the person who gave the donation.
 - The donation must be \$20.00 or greater to receive a tax receipt.
 - The full name and address (including postal code) and the amount given must be submitted.
2. **Auction purchases:** If someone purchases an item at an auction, they are receiving something (the purchased item, as well as the opportunity to participate in the auction) for their money and therefore a tax receipt will not be issued.

Purchase of a ticket or entrance fee to and event (gala, show sporting event or auction)

The person is receiving something in return for the donation, thus a tax receipt is not usually issued.

The **exception** to this is if the ticket or entrance fee price exceeds the Fair Market Value of the event. The Fair Market Value would include:

- Any products or services
- Entertainment
- Food and drink
- Any other benefit to the participant

For example, if someone buys a gala ticket for \$200 and the Fair Market Value of the show, gift, food and drinks is \$125, then a tax receipt can be issued for \$75 (the part of the ticket that reflects the true donation beyond the value of the gala).

For further tax receipting information view the Canada Revenue Agency summary policy.

There are many details regarding documentation and other regulations that **must be addressed with your development coordinator** before any tax receipts for ticket purchases will be issued. You must discuss your event with your development coordinator BEFORE you can make any commitment to your donors/ suppliers for tax receipts.

3. **Gift in kind donations:** If an individual donates an item, the fair market value must be established for the good. This can be done by:

- Getting a purchase invoice or other proof of purchase
- Obtaining a current price list for the items at a recognized commercial enterprise operating independently of the donor

A tax receipt cannot be issued for personal services; including; legal, entertainment, transportation, or dining services.

TAX RECEIPT INFORMATION FOR CORPORATE CONTRIBUTIONS

Corporations can give in the following 5 ways:

1. **Donations:** If the contributor is a corporation, 100% of the contribution is deductible as a business promotional expense. If the corporation receives no benefits (i.e. advertising in a brochure, logo recognition, tickets, etc.), a tax receipt can be issued at the request of the corporation. The practice of the Foundation is to supply a gift confirmation letter for the value of the donation to act as a proof of payment unless a tax receipt is requested.
2. **Sponsorships:** By virtue of being a sponsor, the corporation is receiving benefits in the form of recognition and advertising. They can be issued a gift confirmation letter that can be used to write off their contribution as a business expense.
3. **Business donating inventory:** The Foundation can provide the donor with a gift in kind letter stating the value of the gift (requires backup to validate the price of the item/s). This letter can be used to write off the donation.
4. **Gift in kind donations:** Businesses can deduct the original cost of the inventory as a business expense and not lose the tax benefit associated with the transfer of the property. The Foundation will issue a gift in kind letter that can be used to verify the write off the inventory.
5. **Donation of services:** Tax receipts cannot be issued for services provided, including; personal, professional, or legal services.

** Fair Market Value: "The highest price, expressed in a dollar amount that the property (good) would bring, in an open and unrestricted market, between a willing buyer and a willing seller who are knowledgeable, informed and prudent and who are acting independently of each other".

Fair market value does not include taxes, commission, etc...

If the fair market value cannot be established (e.g., what is the value of meeting a celebrity?), then a tax receipt cannot be issued.

Even if a sponsor has paid to cover costs, or has donated or discounted the price of the entertainment, food, etc., the same rule applies and only the price beyond the fair market value would apply for a tax receipt.

A complete list of all benefits to the participants and their value must be included in your documentation in order for tax receipts to be issued. Your "benefits" list must also include items and services donated or discounted for the event.

An item of benefit exceeding 10% of the total benefit value must be supported by a quote from the supplier. We reserve the right to request documentation on all items.

CONTACT

Contact us to find out how we can help your event support the MLSE foundation.

Nilesh Chauhan
Nilesh.Chauhan@MLSE.com
Community Partnerships
MLSE Foundation

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Toronto, Ontario
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