



## Third Party Event Proposal Form

1. Name of organizer(s): \_\_\_\_\_  
\_\_\_\_\_
2. Company: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_
5. Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_
6. Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

### Tell us about your event.

7. Event Name: \_\_\_\_\_
8. Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_
10. Event Location: \_\_\_\_\_
11. How will you raise the money? (Ticket sales, raffle, donations, admission fees, etc.):  
\_\_\_\_\_  
\_\_\_\_\_
12. How will you promote the event? (Posters, flyers, radio, TV, newspaper, etc.):  
\_\_\_\_\_  
\_\_\_\_\_
13. How much money do you hope to raise? (Please estimate): \$ \_\_\_\_\_
14. What % of the proceeds will go to the MS Society?: \_\_\_\_\_

## Third Party Event Terms and Conditions

- The project must be legal and ethical, ie the public perception of the activity must not be injurious to the Multiple Sclerosis Society of Canada.
- The Multiple Sclerosis Society of Canada must assume no legal or financial liability associated with the event.
- Designation of the funds received by the Multiple Sclerosis Society of Canada is determined by the MS Society.
- The Multiple Sclerosis Society of Canada must give approval to all promotional materials and advertising copy prior to publication and distribution in order to be satisfied with the manner in which the Multiple Sclerosis Society of Canada's name and logo will be used and that disclosure of the portion of funds allocated to the Society is clear.
- The project must meet criteria set by the appropriate municipal/provincial government (s) if such criteria exist.
- Organizer will provide insurance certificates upon request by the Multiple Sclerosis Society of Canada.
- Please submit all funds to the MS Society of Canada **no later than 30 Days after your event.**

*I/we acknowledge the receipt of the MS Society of Canada's **terms and conditions** for Third Party Fundraisers and agree to comply with all provisions in organizing and holding our fundraising event.*

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Signature of responsible party*

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Signature of responsible party*

**Please return to:**  
Multiple Sclerosis Society of Canada – Alberta Division  
Attn: Ryan Drury  
150-9405 50 Street  
Edmonton, AB  
T6B 2T4  
**Fax:** (780) 479-1001  
**Email:** ryan.drury@gmail.com