

Boys & Girls Clubs of Central Virginia Event Proposal Form

Your Information

PREFIX _____ FIRST NAME _____ LAST NAME _____

GROUP/COMPANY PLANNING THIS EVENT _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ COUNTRY _____

DAYTIME PHONE NUMBER _____ EVENING PHONE NUMBER _____

E-MAIL ADDRESS _____

I'D LIKE TO STAY UP-TO-DATE ON THE LATEST NEWS FROM THE BGCCVA. PLEASE SEND ME YOUR E-NEWSLETTER

About the Event

NAME OF THE EVENT _____

TYPE OF EVENT _____

EVENT DATE _____ EVENT START TIME _____

EVENT LOCATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ COUNTRY _____

DESCRIPTION OF THE EVENT _____

Event Details

THE EVENT WILL INCLUDE AUCTION RAFFLE

Please note that certain gaming events (e.g. raffles, bingo) require a license.

THIS EVENT IS OPEN TO THE PUBLIC INVITATION ONLY

HOW WILL THE EVENT BE PUBLICIZED? _____

PLEASE GIVE A PHONE NUMBER OR WEBSITE THAT CAN BE LISTED PUBLICLY _____

WILL THE GIFT FROM THE EVENT WILL BENEFIT A SPECIFIC AREA OF THE BGCCVA? NO YES
IF YES, PLEASE LIST _____

Please note that by choosing no, your gift may be applied by the BGCCVA to the areas of most immediate need.
Unrestricted giving is one of the most valuable resources available to the BGCCVA.

Estimated Event Revenue

TICKET PRICE

ESTIMATED EVENT INCOME (e.g. ticket sales, raffles, auctions, etc.)

ESTIMATED EVENT EXPENSES

ESTIMATED EVENT NET REVENUE

ARE THERE OTHER BENEFICIARIES BESIDES THE BGCCVA? NO YES

IF YES, PLEASE LIST _____

PLEASE NOTE THE PERCENTAGE DESIGNATED TO EACH ORGANIZATION _____

PERCENTAGE DESIGNATED TO THE BGCCVA _____

ESTIMATED DATE FUNDS WILL BE RECEIVED _____

MY COMPANY PLANS TO MATCH THE GIFT AMOUNT THAT I RAISE NO YES

PLEASE LIST ALL BUSINESSES AND INDIVIDUALS YOU PLAN TO SOLICIT FOR CASH OR IN-KIND DONATIONS (e.g. products and services) _____

PLEASE LIST ALL POTENTIAL VENDORS _____

I HAVE REVIEWED AND AGREED TO THE BGCCVA THIRD PARTY EVENTS GUIDELINES, INCLUDING THE SECTION ON 'FINANCIAL INFORMATION'.

SIGNATURE _____ DATE _____

Please return the completed form to the address listed below.

Please note that expenses for your event should not exceed 30 percent of the income raised.



BOYS & GIRLS CLUBS
OF CENTRAL VIRGINIA

Special Events//Resource Development Office

Boys & Girls Clubs of Central Virginia

PO Box 707, Charlottesville, VA 22902

434-971-9400 // www.bgclubcva.org