



**APPLICATION FOR SPECIAL EVENT**  
to benefit the  
Ronald McDonald House Saskatchewan  
1011 University Drive, Saskatoon, SK S7N 0K4

Thank you for your interest in supporting the Ronald McDonald House Saskatchewan. In order for us to best serve you, please complete the following application and return for approval to the address above **or you can fax it to us at (306) 244-3099.**

Business: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate the category that best describes your business:  
Corporate    School    Community    Service Club    Other: \_\_\_\_\_

**EVENT INFORMATION**

Specific Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Target Market for Event:  
Employees    Customers    Members    General Public    Other: \_\_\_\_\_

**PUBLIC RELATIONS INFORMATION**

How will you be promoting your event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which of the following would you be utilizing to promote your event?

<b>Medium</b>	<b>Date of Distribution</b>
Internal Promotion (i.e. Newsletters etc.)	_____
Posters/Flyers	_____
Advertisements	_____
Public Service Announcements	_____

Other: \_\_\_\_\_

What support or assistance would you like from the House? (i.e. brochures, posters, House representative at the Event, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** When promoting your event, the purpose of raising dollars for the Ronald McDonald House Saskatchewan needs to be clearly stated. It is required that our official name and logo be used, and **that we approve the use of our name and logo on any print materials prior to the materials being printed.** We will provide you with the necessary information.

**FINANCIAL INFORMATION**

Estimated Income from the Event \$ \_\_\_\_\_

Estimated Expenses from the Event \$ \_\_\_\_\_

Estimated Donation to the House \$ \_\_\_\_\_

or \_\_\_\_\_% of Ticket Sales

or \_\_\_\_\_% of Raffle Sales

Will tax receipts be required? Yes No

(Note: No tax receipts will be issued for amounts under \$15.00)

Will other charitable organizations benefit from this event? Yes No

If yes, please list: \_\_\_\_\_

**Note:** Once your event has taken place, the House then relies on your donation. It is very important that your donation be submitted to the House office **within 30 days** of your event.

Please be advised that by publicly naming the Ronald McDonald House Saskatchewan as the benefactor of your event or promotion, you are required to donate the full amount of the proceeds raised on our behalf. The Ronald McDonald House Saskatchewan is not responsible for any financial losses. We appreciate your support and effort in making a difference!

**If you have any questions, please contact the Ronald McDonald House Saskatchewan at (306) 244-5802.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

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Approved by the Saskatchewan Ronald McDonald House:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_