



Children's Advocacy Center of Greater West Texas Third-Party Fundraising Event Request

We are grateful for the many fundraising events carried out by organizations and individuals who support the mission of Children's Advocacy Center of Greater West Texas, Inc. The possibilities are endless, but one thing remains the same – every item or dollar you raise helps our mission of ensuring every child in our community has a safe and nurturing home. If you wish to host a fundraising event, please complete and submit this form to jdloach@cacgreaterwtx.org at least 2 weeks prior to the start date of the fundraising event.

I acknowledge that I have reviewed and agreed to *Third-Party Fundraising Event Guidelines*

Organization Information:

Sponsoring Organization/Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Contact Email: _____ Website: _____

Event Information:

Event Title: _____

Date(s) of Event: _____ Time(s): _____

Location (address and venue name): _____

Event description: _____

List of committed and potential sponsors: _____

Will there be an admission fee charged?

Yes

No

Donation Information:

How will revenue be generated? _____

Is CACGWT the sole beneficiary of your event? If no, list all benefiting organizations/individuals:

Anticipated total donation to CACGWT: _____

Will businesses be contacted for donations (in-kind/monetary)? Yes No

How and when will CACGWT receive proceeds from the event? _____

Publicity and Promotion Information:

Do you plan to publicize the event? If so, what types of promotion do you plan to use (flyers, newsletters, radio, etc.)? _____

Would you like the help of CACGWT in promoting the event? * Yes No

If yes, please explain how we can help? _____

Would you like to have a CAC representative speak at the event? Yes No

Can CAC provide you with materials to display at your event? * Yes No

*** Due to limited personnel resources, the third-party fundraiser is responsible for all marketing, including writing and distributing press releases, social media posts, invitations, ads, etc. CACGWT can assist with promotion of your event, when appropriate, to the CACGWT community through advertising venues such as our website, social media, and internal communications. Please see *Third-Party Fundraising Event Guidelines* for more information.**