

Application to Conduct a Special Event, Benefit or Promotion to benefit the Dallas County Affiliate of Susan G. Komen®



Date of Application: _____

Full Legal Name of Third Party: _____

Third Party Contact: _____ **Email:** _____

Daytime Phone: _____ **Fax:** _____

Third Party Address: _____

Website: _____

Name of Proposed Event: _____

Description of Proposed Event: _____

Date of Event: _____ **Rain date (if applicable):** _____

Start time: _____ **Estimated end time:** _____

Event Location & Address: _____

Donation structure:

Please specify how much money will be generated – ex. 100% proceeds, \$5 for each t-shirt sold, 100% raffle, 20% entry fee, flat donation, etc.

Potential Sponsors/Underwriters: _____

Please read the attached guidelines before completing this application.

Once completed, send the application to:

Komen Dallas County | 5310 Harvest Hill Road | Suite 120 | Dallas, Texas 75230

You may fax the application form to 214-750-7266 or e-mail info@komen-dallas.org.

Budget Information:

Please attach details - specific dollar amount or percentage of proceeds must be provided.

Projected Income: _____

Projected Expenses: _____

Projected Donation: _____

Publicity/Promotion:

Please list all areas, i.e. brochures, radio, print ads, television, etc.

Insurance:

Copies of necessary insurance with Komen listed as additional insured must be submitted to Komen Dallas County 30 days prior to the event.

Company: _____

Type and Amount: _____

If a sporting event, copy of participant waiver must be submitted 30 days prior to event.

Will other charitable organizations benefit? If so, please name and describe extent.

We cannot promise the availability of the following, but if we can provide it, please list what assistance you would like from Komen Dallas County:

Educational materials (please indicate anticipated attendance): _____

Other (please specify): _____

Applicant has read the attached Guidelines for Conducting Special Events, Benefits or Promotions to Benefit Komen Dallas County and agrees to abide by them. Applicant understands that Komen Dallas County must grant approval and a Letter of Agreement must be executed by the parties before Applicant can plan or promote the proposed event. The Dallas County Affiliate of the Susan G. Komen for the Cure shall not be liable to any vendor or other third party for any fees, costs, or payments of any kind associated with the event, and Applicant agrees to indemnify and hold harmless Komen Dallas County against any such claims by third parties or vendors for said fees, costs, or payments.

Applicant Signature: _____ Date: _____

Please read the attached guidelines before completing this application.
Once completed, send the application to:
Komen Dallas County | 5310 Harvest Hill Road | Suite 120 | Dallas, Texas 75230
You may fax the application form to 214-750-7266 or e-mail info@komen-dallas.org.