

Community Fundraising Event Application

PROPOSED EVENT INFORMATION:

Name of proposed event: _____

Date(s) and time(s) of event: _____

Location of event (please specify an address): _____

Description of event and please include how funds will be raised:

Website (if available): _____

PROPOSED EVENT ORGANIZER(S) INFORMATION:

Name of organization or individual(s) planning the event:

Contact person: _____

Address: _____

City, State, Zip: _____

Telephone: (day) _____ (eve) _____ (fax) _____

Cell number: _____ E-mail: _____

Is this event open to the public? Yes No

How many people do you expect to attend? _____

PROPOSED EVENT PROMOTIONAL INFORMATION:

How will the event be publicized? (Press Releases, Facebook, Twitter, Advertisements, Fliers, PSAs, Website, etc.):

Do you plan to use Northwestern University or Feinberg School of Medicine logo and/or name in event promotions?

If yes, please initial that you understand that Northwestern University Feinberg School of Medicine Development & Alumni Relations must see and approve all materials prior to being released, printed or distributed.

____ Yes, I agree.

PROPOSED EVENT BUDGET AND PROCEEDS:

Projected expenses: \$ _____

Projected income: \$ _____

Expected proceeds: \$ _____

Please note: Net proceeds must be received within 30 days of the event. We ask that your check be made payable to "Northwestern University."

Will proceeds be designated to a specific program at the Feinberg School of Medicine? ___ Yes ___ No

If so, to what program? _____

TERMS AND SIGNATURE:

I agree that the information provided in this document is accurate, and further agree to the terms set forth in the *Community Fundraising Event Guidelines*.

Signature of Event Organizer: _____ Date: _____

Thank you for your interest in raising funds for Northwestern University Feinberg School of Medicine. You will be notified within ten (10) days of receipt of the application (if mailing, please allow for seven (7) working days for postal delivery) of acceptance of your application. Please be aware, further clarification may be required prior to approval.

(To be completed by Feinberg School of Medicine Development & Alumni Relations)

Northwestern signature: _____

Date Received: _____ Date Approved: _____

Comments: _____

Please submit completed form to:

Elizabeth A. Gordon

Northwestern University Feinberg School of Medicine

Development & Alumni Relations

420 East Superior Street, 9th Floor

Chicago, IL 60611

E-mail: elizabeth.gordon@northwestern.edu

Phone: 312-503-0759; Fax: 312-503-6743