



# Fundraising Event Form

We appreciate your support and look forward to your official, sanctioned TICOT Event. All net proceeds from official, sanctioned TICOT events are distributed to our Charities of Choice. Visit [ticot.ca](http://ticot.ca) for more info.

Procedure – 4-6 weeks preparation is needed to set up an official, sanctioned TICOT Event:

- Fill out the form completely and signed by all parties. (or use online submission form)
- Turn the original into the Social Convenor by hand or by email - [socialconvenor@ticot.ca](mailto:socialconvenor@ticot.ca) - keep copy for your files.
- Our Social Convenor will present your event proposal to the Executive at their next meeting for approval - the Exec only meets once monthly.
- An Approved Copy will be returned to the Event Producer - Hard copy by hand or by email.

Event Advertising:

- All advertising for your event must be approved by the Social Convenor - Hard copy by hand or by email to - [socialconvenor@ticot.ca](mailto:socialconvenor@ticot.ca), all advertising must have our logo and our charities logos visible.

Event Name:			
Event Date:		Start Time:	
Venue Name & Location:		End Time:	
Description of Event:			
Fundraising Method:			
TICOT to supply:			
Hosts:			
Producer to supply:			
Venue to supply:		Door fee:	
Additional Notes:			

*Use back of the form to offer more detail as needed*

<u>Please Print</u>	<u>Event Producer</u>	<u>Venue Representative</u>	<u>TICOT Representative</u>
Full Name:			
Phone / Email:			
Date:			
Signature:			

**----- For Executive Use Only -----**

Received Date	Approved/Rejected	Date	Exec. Member(s) assigned to Event

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