



We thank you for considering a fundraiser to support our organization. The details you provide will assist us with our promotion for your event.

**ABOUT YOU:** Contact and Company/Organization Name: \_\_\_\_\_

Best Phone & Email \_\_\_\_\_

Tell us about your company/organization: (Non-Profit, for Profit, what you do, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

Why have you selected Jack's Helping Hand to be the beneficiary for your event? \_\_\_\_\_  
 \_\_\_\_\_

**ABOUT YOUR PLANNED EVENT:**

Name of Event: (YOUR BEST PROMOTIONAL TITLE!)  
 \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location of Event \_\_\_\_\_

Tell us about more details about your event: (We will use this info in our social posts)  
 \_\_\_\_\_

What is your expectation from us at Jack's Helping Hand? before, during or after: \_\_\_\_\_

What would be helpful for your event? Indicate the promotional items you will require:

<input type="checkbox"/> Newsletters	<input type="checkbox"/> Program Brochures	<input type="checkbox"/> Wristbands
<input type="checkbox"/> Tablecloth	<input type="checkbox"/> Custom promotional items (by arrangement)	<input type="checkbox"/> Other:
	<input type="checkbox"/> Pop up canopy (by arrangement)	<input type="checkbox"/> Other:

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

What platform(s) will you be using to promote your event? Please indicate and complete handle details.

	Name of Platform	Event/Page Handle
<input type="checkbox"/>	Website	
<input type="checkbox"/>	Facebook	
<input type="checkbox"/>	Instagram	
<input type="checkbox"/>	Other	

Please take photos & share during your event! Jack's Helping Hand will also want to share and use afterwards. Please send any photos to [jhh@jackshelpinghand.org](mailto:jhh@jackshelpinghand.org)

**ABOUT YOUR PLANNED DONATION(S):** What do you estimate for your donation amount? \$ \_\_\_\_\_

How will you be collecting donations on our behalf? (Please mark below for all that apply):

Method	Account/Contact Names
Cash or Check <input type="checkbox"/>	Check(s) made payable to Jack's Helping Hand unless noted: _____
Mobile Donation (s) (Venmo, Paypal...) <input type="checkbox"/>	Acct Contact Name: _____ Acct Number/Handle: _____ <i>You are welcome to use our Venmo: @Jackshelpinghand</i>
Online Pledges <input type="checkbox"/>	Facebook Event (Acct Name): _____ Crowdrise/GoFundMe: + Network for Good platform available by arrangement!
No Monetary <input type="checkbox"/>	Service/goods will be pledged as follows: _____

### HOSTING GUIDELINES

Jack's Helping Hand, Inc. agrees to allow the \_\_\_\_\_, ("Event Host") to promote Jack's Helping Hand, Inc. with weblinks and information about our programs in their promotional material. We also agree to allow the use of our logo and name in all press releases for the event we are the benefactor for. We will promote the event to the best of our ability through our social media channels. We will provide necessary information about our organization and provide promotional materials as requested.

**Event Host is responsible for all costs related to the event unless otherwise indicated. All monies collected on our behalf should be provided to our office within two weeks of the event.**

In consideration of this Event, **Event Host releases from all liability and promises not to sue Jack's Helping Hand, Inc.** and their employees, officers, directors, volunteers and agents (collectively "Organization") from any and all claims, including claims of the Organization's involvement, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss that any participant, may suffer because of their participation. **Event Hosts agree to hold Jack's Helping Hand, Inc. harmless** from any and all claims, including attorney's fees or damage to property, which may occur as a result of this Event. If medical treatment is needed, event hosts agree to be financially responsible for any costs incurred as a result of such treatment. Event Hosts are aware and understand that Event insurance is the responsibility of the Event Host.

\_\_\_\_\_ Signature and Date - Event Representative

\_\_\_\_\_ Signature and Date - Jack's Helping Hand Representative

### Who should we formally acknowledge as a thank you for your event and its contributions?

Name and Address: \_\_\_\_\_

We will provide a tax donation letter as receipt for donation totals to the name and address provided above.



**Please return this completed form to our office for review:**

710 Fiero Lane #16, San Luis Obispo, CA 93401 [jhh@jackshelpinghand.org](mailto:jhh@jackshelpinghand.org) EVENT

For Office Use: Date received: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Proof of Insurance: \_\_\_\_\_

Additional Event Arrangements: \_\_\_\_\_