



Fundraising Proposal Form

Thank you for your interest in organizing an event to benefit the Center for the Arts. Please complete this application for review by the Manager, Marketing & Development.

Please submit the completed form by mail to:

Center for the Arts
Manager, Marketing & Development
P.O. Box 687
Bel Air, MD 21014

Forms must be received at least one month prior to the event date. If you have questions, please call 443-567-5216. *Please type or neatly print all information.*

I. Event Description

Name of Event: _____

Nature of Event (Please explain in detail): _____

Event will benefit (the overall Center, specific program): _____

Has this event been done before? _____ When? _____

Location of Event: _____

Date of Event: _____ Rain Date: _____

Indoor _____ Outdoor _____ Hours of Event: _____

Projected Attendance: _____

List of businesses you have asked/will ask to sponsor this event (*please attach a complete list*): _____

II. Contact Information

Name of Event Organizer: _____

Individual _____ Business _____ Organization/Group (Non-profit) _____

Address: _____

Contact Person: _____

Phone Number: _____ Alternate Phone: _____

Email: _____

For Businesses/Groups: _____ # of Years in Existence _____ # of Employees/Members _____

Previous relationship with the Center for the Arts: _____

III. Financial Information

Projected Cost: \$ _____ Projected Income: \$ _____

Estimated donation to the Center for the Arts: \$ _____

How will proceeds from the event be given to the Center for the Arts?

Cash _____ Check _____ Other: _____

Expected date net proceeds will be given: _____

IV. Proposed Support from the Center for the Arts

_____ Attendance by a Center for the Arts representative at the event

_____ Speaker (describe)

_____ Operational support (describe)

_____ Other (describe)

V. Publicity Information

The Center for the Arts reserves the right to review all materials that include our logo and/or name. Please indicate the types of promotions you plan to do for your event.

_____ Press releases sent to:

_____ Fliers sent to:

_____ Public service announcements (PSAs) sent to:

_____ Other:

I/We have read the Center for the Arts special event guidelines in full, and I/we agree to adhere to those guidelines in planning and executing our event. I/We understand that the guidelines are not comprehensive and that all decisions for the event, including safety precautions, remain the responsibility of the organizer. The Center for the Arts does not accept or assume any liability associated with the event.

Event Organizer Signature: _____ Date: _____

CFA Administrator (if applicable): _____ Date: _____

For use by the Center for the Arts: Approved _____ Not Approved _____

Signature: _____ Date: _____