

# Gilda's Club Rochester Third Party Event Form

Return to Barb Wooden, Administrative Coordinator  
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Today's Date \_\_\_\_\_ Organization/Company Name \_\_\_\_\_

Contact Person & Title \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Street/City/State/ZIP \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

Target audience \_\_\_\_\_

Do you plan to use Gilda's Club name/logo to promote event? Y/N

*(Please note: any use of Gilda's Club Rochester's name in printed materials must be pre-approved by Gilda's Club Rochester. See our Third Party Guidelines for more information.)*

How can Gilda's Club Rochester help meet your expectations for the event? Check all that apply. Once received, we will confirm Gilda's Club Rochester's level of involvement per our calendar.

- Gilda's Club Rochester representative at the event
  - Time \_\_\_\_\_ Capacity \_\_\_\_\_
- Listing on Gilda's Club Rochester website
- Gilda's Club Rochester Facebook page/Social Media event listing
- E-mail blast to Gilda's Club constituents
- Press Release [copy supplied by host organization]
- Other \_\_\_\_\_ [Gilda's Club Rochester approval required]

Will any other organizations benefit from this event? Y/N

If yes, please list all organization(s) and percent of proceeds each, including GCR, will receive.

\_\_\_\_\_

Expected proceeds from the event \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_ Date \_\_\_\_\_

Approved by GCR \_\_\_\_\_ Date \_\_\_\_\_



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**CANCER SUPPORT COMMUNITY**  
60 Years of Caring, Community and Changing Lives

*For office use*

- |   |  |
|---|--|
| <input type="checkbox"/> Add to GCR Website       | <input type="checkbox"/> Donation received on _____  |
| <input type="checkbox"/> Add to GCR Facebook page | <input type="checkbox"/> Donation recorded on _____  |
| <input type="checkbox"/> Add to GCR Email blast   | <input type="checkbox"/> Thank you letter sent _____ |
| <input type="checkbox"/> Add to GCR Press alerts  | <input type="checkbox"/> Total amount raised _____   |