



SPECIAL EVENT PROPOSAL

Third-Party Event Benefiting Houston County Habitat

Thank you for considering a special fundraising event to benefit Houston County Habitat for Humanity. Private donations are very important in helping advance our affordable housing mission. Please complete this proposal form so we may learn more about your plan. Upon receiving it, HoCo Habitat will consider your event and contact you within one week to discuss next steps. HoCo Habitat has the right to reject any event.

Event Organizer

Organization Name: _____

Organization Background: _____

(Type of business, membership, etc.)

Contact: _____

Daytime Phone: _____

E-mail: _____

Event Overview

Event Name: _____

Date & Time: _____

Location: _____

Event Description: _____

Target Audience: _____

Sponsors: _____

(Please let us know who you will be approaching for sponsorship prior to requesting, so there are no conflicts with existing HoCo Habitat supporters).

Other Nonprofits (if any)

Benefiting from this Event: _____



Budget Information

Projected Income: _____

Projected Expenses: _____

Please attach an event budget for review.

Projected Donation to
HoCo Habitat:

A minimum guarantee of \$1,000 net is required for any use of the HoCo Habitat for Humanity logo. A minimum guarantee of less than \$1,000 net will receive use of the organization name only. See Special Event Guidelines for more details.

Publicity/Promotions:

How do you plan to advertise and promote this event? Do you have any media partners? If so, who?

Have you organized this type of fundraising event in the past? If so, what were the results?

HoCo Habitat's Role:

What do you need from HoCo Habitat to make this event a success? Please keep in mind that we have very limited resources and staff time available to help with third-party events.

Signature: _____

Date: _____

HoCo Habitat will review this proposal and if the special event is approved, a special event agreement will be sent for review and signature. Agreement must be completed and returned prior to the event date.

Houston County Habitat will review this proposal and if the special event is approved, a special event agreement will be sent for review and signature. Agreement must be completed and returned prior to the event date.

Please fax your completed form to (478) 922-7390, email or mail it to:

Cheryl Glover
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