

Event Coordinator's info:

Name _____

Address _____

Email: _____ Telephone: _____

Group/Organization Name: _____

Proposal

This form Can be filled out online
at tinyurl.com/BBBSOSFUND

Name of the Event:

Type of Event:

Outline of Proposed Event:

How will Funds Be Raised (ie. ticket sales, dress down down donations, etc.)

Proposal

Event Time Line. Event Date: Start Time: End Time:

Target Group/Audience

What Support Do You Need from BBBSOS

How do you plan to promote the event?

Please choose the media outlets you intend on using to promote the event.

Please check all that apply.

- Flyers
- Free Standing Signs
- Magazine
- Newspaper
- Other (Please identify in marketing strategy)
- Posters
- Radio (Please identify stations in marketing strategy)
- Television (Please identify stations in marketing strategy)

Proposal

Other Event Partners: - Are there any other groups/parties involved? Please specify.

What is your current relationship with Big Brothers Big Sisters of the Ocean State.

Cancellation Plan/Rain Plan

Please note that we realize these figures are estimates. This is meant to be a tool to help you determine your fundraising goals.

Event Income	\$
Event Expenses	\$
Net Event Income	\$

Please Return to:

Tina Santos

Development and Communications Manager
Events@BBBSOS.org or the address below.

Submitted By: _____

Today's Date: _____

