

**OLIVIA'S HOUSE**  
**Community Partner Event Form**

Date of request: \_\_\_\_\_

**Organization or Individual:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Date of event:** \_\_\_\_\_

**How did you hear of us?** \_\_\_\_\_

**Description of Fundraising effort:**

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**What is requested of Olivia's House?**

Volunteers \_\_\_\_\_ Materials \_\_\_\_\_ Staff \_\_\_\_\_ Other \_\_\_\_\_

Does someone need to be present to accept funds raised? \_\_\_\_\_

Explain: \_\_\_\_\_

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**Do you intend to solicit other businesses in any way in order to have the fundraiser?**

**If so, explain:**

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**Will there be any visual materials involved? If so, may we review them first?**

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**Will any advertising be involved? If so, may we review it first?** \_\_\_\_\_

**Will all funds raised be dedicated for Olivia's House?** \_\_\_\_\_

**If not, what percentage will go to other organizations?** \_\_\_\_\_

**Fundraising Goal:** \$ \_\_\_\_\_

(additional info here and on back of form)

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