

# Third-Party Fundraiser Benefiting



## Event Proposal

### Guidelines:

- A “Third-Party Event” (TPE) is one that is produced **for the benefit of but independent of The LGBTQ Community Center of the Desert (The Center). After the event, monies raised from a TPE are donated to The Center.**
- The Center’s name and logo may be used for promotion. However, The Center requires prior approval for **all materials displaying our name or logo.**
- The Center’s staff/other agency resources should not be expected for producing the event.
- Requests for volunteers will be determined based on the event criteria.
- Due to internal fiscal controls, The Center cannot assume expenses, losses, or reimbursements to the TPE organizer or any other fiduciary responsibility.
- Once we receive the required information below, the Resource Development office will review and decide within seven business days.
- An attached budget projection (amount or percentage to be raised for The Center) is to be completed and returned with the Event Proposal.
- **If your event is within 72 hours, don't hesitate to contact Raul Rodriguez or James Lindquist at (760) 416-7790, and we will do our best to accommodate – form must still be filled out for consideration.**

### Your Contact Information

<b>Your Name:</b>
<b>Company Name:</b>
<b>Event Planner (if different):</b>
<b>Your Address:</b>
<b>City/State/Zip:</b>
<b>Telephone:</b>
<b>Fax:</b>

**Email:**

**Do you have a current relationship with The Center?**

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**Please provide a brief description of the event; including date, venue and overall concept:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Admission/Ticket: \$ \_\_\_\_\_

Location: \_\_\_\_\_

Concept: \_\_\_\_\_

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**Do you or your event planners have any prior experience in producing an event of this type?**

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**Do you have any committed underwriters or sponsors for this event?**

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**How will The Center benefit from this proposed event financially?**

Fundraising Goal \$ \_\_\_\_\_ Budgeted Expenses \$ \_\_\_\_\_ Net Proceeds \$ \_\_\_\_\_

**In what other ways will The Center benefit from this event?**

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**Please detail what support you request from The Center (rights to use our logo and/or name, marketing assistance, press release distribution, printed materials, etc.).**

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**What are your specific volunteer needs for this event?**

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**Do you have any existing relationships with the media regarding publicity and marketing for this event? Do you plan on inviting media to your event?**

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**Briefly describe your marketing/advertising plans. What do you have or plan to create for digital and print assets? Please share links to your event website, Facebook page, etc., with The Center.**

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**Are there any deadlines The Center should be aware of?**

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**Please use this space for additional comments or questions.**

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Once The Center receives this information, the Resource Development Team will review the proposal and reply within seven business days. Please email james@thecentercv.org and raul@thecentercv.org or mail them to The Center, attn. James Lindquist, 1301 N. Palm Canyon Dr., Palm Springs, CA 92262. For questions, please call (760) 316-5282 or (760) 281-2610. Thank you for your interest in benefiting the Center's services and programs.

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**FOR OFFICE USE:** This event has been approved by Development at The Center.

(Two signatures required)

\_\_\_\_\_  
James Lindquist, Director of Development

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Raul Rodriguez, Senior Events Manager

\_\_\_\_\_  
Date Approved

Special Instructions / Notes

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The Center logo and other required materials were sent to the event organizer on  
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