

# Community Impact Events Fundraiser Benefiting



## Event Proposal

### Guidelines:

- A “Community Impact Events (CIE)” 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 CIE 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 or other agency resources should not be expected to produce 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 CIE organizer or any other fiduciary responsibility.
- Once we receive the required information below, the Development Department will review it and decide within seven business days.
- An attached budget projection (specifying the 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 George Sinatra at (760) 416-7790, and we will do our best to accommodate – form must still be filled out for consideration.**

### Your Contact Information

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

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| <b>Telephone:</b> |
| <b>Fax:</b>       |
| <b>Email:</b>     |

**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 Development Department will review the proposal and reply within seven business days. Please email [development@thecentercv.org](mailto:development@thecentercv.org) or mail them to The Center, attn. Development Department, 1301 N. Palm Canyon Dr., Palm Springs, CA 92262. For questions, please call (760) 426-7790. 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)

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George Sinatra, Senior Manager Events

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Date Approved

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Special Instructions / Notes

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