



Third Party Event Proposal Form

Before organizing your event, please complete this event form. We require event organizers to register their events with ROM Governors to ensure we provide the appropriate support and to ensure the community is aware of the events that support ROM.

Fields marked with an asterisk are required.

Contact Information

Individual or Organization planning the proposed event* _____

Contact name*

Phone/day*

Mailing address*

Phone/evening

City*

Province*

Postal code*

Email*

Event Description

Name of the Proposed Event* _____

Brief Description of the Proposed Event*

What was the inspiration for the Proposed Event?

Event date*

Event time

Event location

Will this be an annual event? Yes No

Has this event taken place before? Yes No

How many people do you anticipate will attend the event? _____

How will funds be raised e.g. ticket sales, raffles, pledges, etc.?*



Proposed Event Budget*

All expenses must be paid from the revenue generated from your event. Please list your expected revenue and estimated expenses. If necessary please attach a separate page.

Revenue		Expenses	
Sponsorship	\$ _____	Venue	\$ _____
Donations	\$ _____	Catering	\$ _____
Ticket sales	\$ _____	Printing	\$ _____
Silent auction	\$ _____	Advertising	\$ _____
Other	\$ _____	Other	\$ _____
Total revenue	\$ _____	Total Expenses	\$ _____
Net Profit	\$ _____		

Event Promotion, Licenses and Tax Receipts*

How do you plan to promote the event?

- Brochures/flyers
 Newsletters
 TV ads
 Social media/e.g. Facebook
 Print ads
 Personal network
 Coupons
 Radio ads
 Other, please specify _____

Do you require an electronic copy of our logo?
 Yes/JPG
 Yes/vector file
 No

Will your event require tax receipts?
 Yes
 No

Does your event require a gaming license?
 Yes
 No

Use of Logo & Name and Promotion

ROM Governors will allow the use of ROM logo and name in communications to the public and media to promote agreed upon event. Any use of ROM logo and name must be approved, in writing, prior to its use.

ROM Governors will request and provide approval for promotional material created for the agreed upon event.

ROM Governors will not provide nor give out its mailing and/or donor list to event organizers or mail out promotional materials to ROM Governors donor or membership database on behalf of the agreed upon event.



Insurance, Licenses and Fees

ROM Governors will not cover insurance for third party events.

For any sporting events, the event organizer is responsible for obtaining all participants to sign waiver forms waiving any physical, personal, and or financial liability.

Any event involving licenses and fees will conform to government regulations. ROM Governors will not fill out applications for license/permits the event may require. The event organizer is required to provide copies of licenses and/or permits upon request.

Gaming and lotteries including bingos, 50/50 draws, gambling, raffles or games of chance often have special considerations that require permits. Please visit the Alcohol and Gaming Commission of Ontario website for more information. ROM/ROM Governors will not endorse/support or accept donations from events that are not able to be licensed. Legally, all raffles must be registered with your local municipality. There is a processing time of approximately 8 to 10 weeks to receive a raffle license. ROM/ROM Governors will not apply for a raffle license unless the net proceeds to the foundation will meet or exceed \$50,000.

The event organizer will pay the fees for required license and/or permit.

Name of applicant

Date

Signature

Please complete, sign and return the Third Party Event Proposal Form by email to jbruce@rom.on.ca. Acknowledgment of your application will be forwarded to you within 10 business days.

If you have any questions, please contact Janna Bruce at 416.586.5772 or jbruce@rom.on.ca. Thank you for your support!

Charitable Registration No. 11904 8106 RR0001 201104712