Application to Conduct a Special Event, Benefit, or Promotion

to benefit the

Affiliate of Susan G. Komen Baton Rouge

Affiliate Name: _____

Date of Application: _____

Organization or Group: _____

Contact: _____

Email: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____ Fax: _____

Name of Proposed Event: _____

Description of Proposed Event:

_____

_____

_____

Date/Time/Location: _____ Rain date (*if an event*): _____

How will you generate money?

_____

_____

Potential Sponsors/Underwriters:

_____

_____

Budget Information: (Please attach details)

Projected Income:

_____

Projected Expenses:

_____

Projected Donation:

_____

Publicity/Promotion: (Please list all areas, i.e. brochures, radio, print ads, television, etc.)

_____

_____

_____

Insurance: (Copies of necessary insurance with Komen listed as additional insured must be submitted to the Komen ___ Affiliate 30 days prior to the event)

Company: _____

Type and Amount:_____

Please note: *If a sporting event, copy of participant waiver must be submitted 30 days prior to event.*

Will other charitable organizations benefit? If so, please name and describe extent.

_____

_____

_____

Assistance needed from the Komen Affiliate:

_____

_____

_____

Applicant has read the attached Guidelines for Conducting Special Events, Benefits or Promotions to Benefit the Komen Baton Rouge Affiliate and agrees to abide by them. Applicant understands that approval must be granted by Komen Baton Rouge Affiliate and a Letter of Agreement must be executed by the parties before Applicant can plan or promote the proposed event. The Baton Rouge Affiliate of Susan G. Komen for the Cure shall not be liable to any vendor or other third party for any fees, costs, or payments of any kind associated with the event, and Applicant agrees to indemnify and hold harmless the Komen Baton Rouge Affiliate against any such claims by third parties or vendors for said fees, costs, or payments.

Applicant Signature:

_____

Completed applications should be sent to:

Susan G. Komen Baton Rouge, 9151 Interline Ave., Suite 8A, Baton Rouge, LA 70809
You may **fax the application form to 225-454-6827 or e-mail** coordinator@komenbatonrouge.org.

If you have any questions about the guidelines or application, please call Ladwawn Butler at 225-615-8740 or email coordinator@komenbatonrouge.org