



# 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.

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Name of applicant

Date

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Signature

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

If you have any questions, please contact ROM Special Events team at [eventsvp@rom.on.ca](mailto:eventsvp@rom.on.ca). Thank you for your support!

Charitable Registration No. 11904 8106 RR0001 201104712