

Will alcohol be served at the event? Yes No

Does the venue where the event is taking place have a valid liquor license? Yes No
Is a Special Occasions Permit required (i.e. Gaming?) Yes No Not Sure

Please note: If alcohol is being served at your event, the UNITED WAY OF PEEL REGION- requires evidence of a Liquor License/Special Occasions Permit and a Proof of Insurance Certificate indicating that liquor liability coverage exists.

Do the bartenders have “smart serve” training?

Would you like us to promote your needs for volunteers? Yes No

If yes, please list the specific details (*timing, number of volunteers, contact info etc.*):

UNITED WAY OF PEEL REGION cannot guarantee that volunteers will be available for your event, but we will advertise for them on your behalf.

Will you be requesting a representative or speaker from UNITED WAY OF PEEL REGION to attend the event? Will you be asking them to speak/present/accept a cheque? If yes, please describe and provide a specific time, length and topic:

Part 3: Promotion

Would you like your event listed on our website? **Yes** **No**

Would you like your event included in our monthly "Way to Go!" e-newsletter? **Yes** **No**

Please note the following "Way to Go!" Newsletter Distribution Dates and deadlines for content submission:

The Way to Go Newsletter is distributed on the third Thursday of every month. Event content is due at least 2 weeks prior to newsletter distribution.

If YES for any of the above, please create your event listing as you would like it to appear:
(Max. of 3 lines. We reserve the right to edit event listings)

UNITED WAY OF PEEL REGION does not supply printed material, however promotional Materials can be ordered from the United Way online at United Way Canada

Would you like to borrow the United Way banner for your event? **Yes** **No**

Please specify a tentative date(s) that you would be available to meet and pick-up the banner _____

Will the UNITED WAY OF PEEL REGION name and logo be used in event materials?
 Yes **No**

If yes, please describe where and how the UNITED WAY OF PEEL REGION's name & registered logo will be used.

(UNITED WAY OF PEEL REGION logo is a registered trademark and cannot be altered in any way. All logo usage must comply with our graphic guidelines and prior approval from the organization.

Part 4: Financial Information

Please note that we realize these figures are **estimates**. Please use your best guess; we will not hold you to these numbers. All expenses must be paid from the revenue generated from your event.

Total Anticipated Gross Revenue (A) \$

Expenses	Cost
Venue Rental	
Food & Beverage	
Printing (<i>tickets, posters, etc.</i>)	
Advertising	
Prizes	
Permits	
Other (<i>please specify</i>): \$	
Total Estimated Expenses (B)	
Total Estimated Net Revenue (A – B) \$	

Budget Comments:

Will Tax Receipts be required? Yes No

(Please note that all tax receipts issued must follow and adhere to the guidelines and requirements as set out by the Canadian Revenue Agency. Upon approval of your event, the UNITED WAY OF PEEL REGION will determine if any tax receipts are applicable.)

Will other registered charities also benefit from this event? Yes No

If yes, please list:

Sponsorship/Donations

Will you be seeking sponsorship/donations/In-kind donations from companies? Yes No

If yes please list the companies you will be seeking support from:

Company	Type of Support (<i>ie. sponsorship, donation, in-kind</i>)

UNITED WAY OF PEEL REGION **must** be informed of companies that you are seeking support from before they are contacted. We need to ensure that there is no overlap with current events or events in process that UNITED WAY OF PEEL REGION is working on.

Note: Once your event is approved, UNITED WAY OF PEEL REGION then relies on your donation. It is very important that your donation be submitted to the United Way of Peel Region office within 30 days of your event. We appreciate your support and effort in making a difference, and look forward to working with you!

Without you, there would be no way!

Please return completed application to: UNITED WAY OF PEEL REGION

Attention: G. Lin Ferguson

Manager, Events

5170 Dixie Road

Suite 300

Mississauga, ON L4W 1E3

Email: lferguson@unitedwaypeel.org Fax: 905-602-3651

Office use only:

Approved by: _____

Application received: _____

Invitation/Flyer/Marketing approval: _____

United Way rep/Speaker requested: _____ Name: _____

United Way Materials requested: _____ Quantity _____

Volunteer(s) requested: _____

Volunteer names: _____

Volunteer event contact: _____