

## Event Proposal Form

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Thank you for your interest in planning an event to benefit Guiding Light Mission. Benefit events can take many forms - golf outings, dinner events, music performances, benefit dinners, tournaments, car washes, walks, jean days in the office—the possibilities are endless. And don't forget to get the kids involved through a community youth group or scout troop (see Event Ideas for more).

Please note that anyone interested in planning an event to benefit Guiding Light Mission must complete the [Event Proposal Form](#) and submit it to Guiding Light Mission staff for approval at least one month prior to the event. Each proposal is carefully reviewed and evaluated for feasibility and suitability with our organization's goals and objectives.

The following is a partial list of the criteria that will be used to evaluate proposed events:

- ◆ Does the event support our mission and the Guiding Light Mission image?
- ◆ Does the event have a realistic budget, timeline and plan?
- ◆ What is the estimated amount of proceeds from the event?
- ◆ Will proceeds from this event support an area of priority for Guiding Light Mission?

Guiding Light Mission does not advance monies, provide donor lists, or solicit sponsorship revenue for fundraising events. Additionally, our department's ability to provide services and support to you in your event planning is limited by staff size and internal fundraising obligations or initiatives. Please see the complete list of [Policies & Procedures](#) for more information.

Please remember that this is a proposal and do not proceed with any printing or promotion until you receive a confirmation from Guiding Light Mission staff. Please allow one week from date of submission for Guiding Light Mission staff to review and respond to your proposal.

If you have any questions, please contact Jessica Manfrin at [Jessica@lifeonthestreet.org](mailto:Jessica@lifeonthestreet.org) or by calling 451-0236x13.

Please submit an [Event Proposal Form](#) by mail, email or fax to Guiding Light Mission. [Event Proposal Forms](#) are also available for download online.

**Mail to:**

Attn: Jessica Manfrin  
Guiding Light Mission  
255 S. Division Ave. SE  
Grand Rapids, MI 49503

**Email to:**

[Jessica@lifeonthestreet.org](mailto:Jessica@lifeonthestreet.org)

**Fax to:**

616-451-8723

*\*Please be sure to review our [Event Guidelines](#) before submitting an [Event Proposal Form](#)*

**Resources for a successful event:** We are excited about your interest in helping us fund our shelter, emergency services, and rehabilitation program. The following resources are designed to help you have a successful event.

**Event Checklist** Help avoid unwanted surprises during your planning by using this checklist.

**Publicizing Your Event** Get the word out to drive attendance and participation.

**Policies & Procedures** Please review these prior to submitting your [Event Proposal Form](#).

**Guiding Light Mission Fact Sheet** This may be useful in communicating about the beneficiary of your event.

## Event Proposal Form

Name of Proposed Event \_\_\_\_\_

## Third Party Host Information

Name of Sponsoring Individual/Organization \_\_\_\_\_

Contact person (if different than Sponsoring Individual) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

## Event Information

Proposed Date \_\_\_\_\_ Proposed time \_\_\_\_: \_\_\_\_ (AM / PM) To \_\_\_\_: \_\_\_\_ (AM / PM)

Proposed Location (include Address if possible) \_\_\_\_\_

Briefly describe the event \_\_\_\_\_

Audience (Include size, age, group affiliation, etc) \_\_\_\_\_

Admission Price/Other Costs to Donors \_\_\_\_\_

Based on the nature of your event, are any of the following required? (yes or no)

Insurance \_\_\_\_\_ Permits \_\_\_\_\_ Liability Release \_\_\_\_\_

If yes, have you secured these documents? \_\_\_\_\_ *You must secure these documents within one month of your event and provide Guiding Light Mission with a copy for our records*

## Resources

What participation or resources, if any, would you like from Guiding Light Mission?

 Appear to receive check (Date/Time) \_\_\_\_\_ Staff/Volunteer Presence requested \_\_\_\_\_ Educational Pamphlets (Specify type and quantity) \_\_\_\_\_ Other \_\_\_\_\_

## Publicity

How do you plan to publicize this event? \_\_\_\_\_

## Proposed Budget

All costs to come out of proceeds are to be paid directly by the sponsoring individual/organization (event planner).  
Please list all estimated revenues and estimated expenses (even if you anticipate having them donated or sponsored).

### Expenses

Location/Venue \_\_\_\_\_

Food &amp; Beverage \_\_\_\_\_

Printing \_\_\_\_\_

Prizes \_\_\_\_\_

Advertising \_\_\_\_\_

Licensing Fees \_\_\_\_\_

Postage \_\_\_\_\_

Other \_\_\_\_\_

**Total Expenses** \_\_\_\_\_

### Revenue

Sponsorship \_\_\_\_\_

Donation \_\_\_\_\_

Ticket Sales \_\_\_\_\_

Product Sales \_\_\_\_\_

Raffle \_\_\_\_\_

Silent Auction \_\_\_\_\_

Other \_\_\_\_\_

**Total Revenue** \_\_\_\_\_

## Tax Receipts & Donor Acknowledgement

Guiding Light Mission will provide a written receipt to all donors from whom a check is received. Unless cash is provided in a secured donation envelope with donor contact information, we cannot guarantee that cash donations will receive a written receipt, as we cannot ensure the tracking of cash origination. Sponsoring Individual/Organization will need to provide contact information for individuals or organizations that need receipts for tax purposes (that includes in-kind donations and monetary gifts).

*By signing this document, the sponsoring individual or organization representative acknowledges he/she has read and agrees to the Policies & Procedures, and hereby agrees to abide by all terms and conditions set forth within this document.*

### Sponsoring Individual/Organization

\_\_\_\_\_  
Signature\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Title\_\_\_\_\_  
Date

### Guiding Light

\_\_\_\_\_  
Signature\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Title\_\_\_\_\_  
Date