

Support Event Application Form

This application must be approved in writing by the
Coeliac Research Fund Limited (CRF)
prior to publicising or holding the event.

Application date:	
Name of Group/Company Planning the Event:	
ABN:	
Name of individual responsible:	
Mailing address:	
Home phone:	Business:
Fax:	Email:

Name of proposed event

Event details	
Date:	Time:
Event Location:	
Address:	

Briefly Describe the event & how the funds will be raised

How many people do you expect to attend the event? Who is your target market?

Background
Please supply any additional information you feel may be useful to us in order to fully support your event.

Will the proceeds be shared with any other not-for-profit organisation?		
Yes	No	If yes, please name other not-for-profit:
Contact name:		Percentage to go to CRF:

Publicity		
Please indicate your understanding that all publicity both in print and through the media, must be approved by CRF prior to release.		
Yes	No	Comments:

Proposed budget			
Income	\$ amount	Expenses	\$ amount
Sponsorship		Venue hire	
Registration fees		Food & beverage	
Ticket sales		Printing	
Donations		Security	
Other		Insurance (if applic.)	
		Advertising	
		Promotional material	
		Prizes	
		Transport	
Total Income		Total Expenses	
		Total Profit	

Is a raffle to be held?		
Yes	No	Total value of prizes:

Does your organisation agree that CRF will receive all revenues from the event within 30 days of the event?		
Yes	No	Comments:

How can CRF assist in making your event a success?
CRF would be delighted to assist with planning, logistics, budgeting and fundraising materials and would welcome discussion on how we can ensure your event runs smoothly. Please indicate briefly the areas you may need assistance with.

Signature of applicant:	
Please print name:	Date:

**Please complete, sign and return the event proposal form to the address below.
Acknowledgement of your application will be forwarded to you as soon as possible.**

Kristine Ash, Executive Officer, Coeliac Research Fund, PO Box 494, Emerald VIC 3782.

Telephone: 1300 990 273 **Fax:** (03) 5968 5670 **Email:** kash@coeliacresearchfund.org

Thank you for your wonderful support of CRF

For CRF use only:

Approved / Not Approved	
Date:	Executive Officer:
Date:	Board Member: