



Application to Conduct a Special Event,
Benefit, or Promotion

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 Central Texas 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 Central Texas Affiliate:

Applicant has read the attached Guidelines for Conducting Special Events, Benefits or Promotions to Benefit the Komen Central Texas Affiliate and agrees to abide by them. Applicant understands that approval must be granted by Komen Central Texas Affiliate and a Letter of Agreement must be executed by the parties before Applicant can plan or promote the proposed event. Susan G. Komen for the Cure Central Texas Affiliate 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 Central Texas Affiliate against any such claims by third parties or vendors for said fees, costs, or payments.

Applicant Signature:

Please read the attached guidelines before completing this application. Once completed, send the application to:

P.O. BOX 8504

Waco, TX 76714

or e-mail cta@komencentraltexas.org

If you have any questions about the guidelines or application please call
254.753.3037.