

## FUNDRAISING EVENT PROPOSAL FORM

Thank you for your interest in supporting UNICEF Ireland. Please read our Fundraising Guide for advice and tips to make your event a success. If you need any help please call 01 878 3000 or email [info@unicef.ie](mailto:info@unicef.ie). *If you are under 18 years of age you will need permission of a guardian or parent.*

Please print clearly in BLOCK letters, tick where appropriate and return as soon as possible to UNICEF Ireland, 33 Lower Ormond Quay, Dublin 1 so we can facilitate your request.

### Organiser Detail

Contact Name: (Title) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Surname) \_\_\_\_\_

Name of group/company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Event details

Name of proposed event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

### Brief description of proposed event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### How will the funds be raised?

Corporate Sponsorship

Individual Sponsorship

Ticket sales  (Proposed amount per ticket €\_\_\_\_\_)

\*Street collection

Raffle  (If tickets are to be sold other than to your guests you should contact your local authority for advice. All lotteries must comply with the law.)

Other (please provide details): \_\_\_\_\_

\_\_\_\_\_

\*Any event involving collections from the public require an An Garda Síochána permit, please contact your local Garda Station as early as possible.

**Expected attendance (if applicable):** \_\_\_\_\_

**Have you formed a committee to help organise this event?**

No:

Yes:  (please attach names & contact details)

**Fundraising Resources:**

Should you need materials for your event please contact us to discuss your requirements.

**Sharing your story (optional):**

Stories in our newsletter and on our website can be an effective way to raise awareness. If you are happy to share your reason for holding an event, please complete the section below and a member of our staff may contact you about your story.

**Please share your reason for holding an event:**

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**Do you have adequate Insurance?** Unfortunately, the UNICEF's insurance policies only cover fundraising events organised and managed directly by UNICEF. UNICEF can accept no liability for any claim, which may arise during the course of any other fundraising event.

**Agreement and Signature:**

- I have read the terms and conditions of UNICEF Ireland and I agree to hold my fundraising event in accordance with them and all applicable laws.
- I agree that UNICEF Ireland will receive all revenue from the event within 30 days of the event.
- I agree that all publicity for the event must be approved by UNICEF Ireland prior to release/publication.

**Signature of applicant:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_