

Third Party Fundraising Information Form
Maria House and Teresa Shelter (Programs of Opening Doors)

Sponsoring Organization: _____

Corporation: _____ Non-Profit: _____ Other: _____

Contact Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Date(s) of Event: _____ Time: _____

Location: _____

Event Description: *Please include any ticket prices or entrance fee information, if applicable.*

What is your estimated total revenue for this event/effort? _____

What percentage of revenue will be used for expenses? _____

What percentage of proceeds (after expenses) will Opening Doors receive? _____

Please name any other charitable organizations that will benefit from this event:

Will businesses be contacted for donations or assist in the event in any way? **Y** **N**

If yes, please list these prospects for Opening Doors review, to avoid duplicated efforts with business we might have already approached:

How will Opening Doors receive proceeds from the event? **Please include expected date for transfer of funds.**

Do you plan to use Opening Doors's name or program information in promoting the event? **Y** **N**

If yes, please describe, in detail, the materials you plan to create: *Please attach copies if available.*

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What other types of promotion do you plan to use? (radio, t.v., telemarketing, posters, etc.)

Can Opening Doors provide you with materials on programs and/or upcoming Opening Doors events either for your information or display at the event? **Y** **N**

If yes, what type of materials would you prefer?

Please describe what additional involvement you would like from Opening Doors for your event/effort. ***Please include any information regarding Opening Doors staff attendance at the event, and our role there.***

Please return this form to Opening Doors for approval:

By fax: (563) 582-7467
Attn: Ann Lorenz

By mail: Opening Doors
Attn: Ann Lorenz
1561 Jackson Street
Dubuque, Iowa 52001

If you have any questions or would like more information please contact Ann Lorenz at **(563) 582-7480**, or e-mail **alorenz@maria-house.org**.

Thank you.