

**Application to Conduct a Special Event, Benefit, or Promotion to benefit the
Dallas County Affiliate of Susan G. Komen for the Cure®**

Date of Application: _____

Full Legal Name of Third Party: _____

Third Party Address: _____

City, State, and Zip: _____

Daytime Phone: _____ **Fax:** _____

Website: _____ **Third Party Contact:** _____

Name of Proposed Event: _____

Description of Proposed Event: _____

Date of Event: _____ **Rain date (if an event):** _____

Start Time: _____ **Estimated End time:** _____

Event Location & Address: _____

Donation Structure (Please specify how money will be generated – ex: 100% proceeds, \$5 for each t-shirt sold, 100% raffle, 20% entry fees, flat donation etc)

Potential Sponsors/Underwriters: _____

Budget Information: (Please attach details)

Projected Income: _____

Projected Expenses: _____

Projected Donation: _____

(Specific dollar amount or percentage of proceeds must be provided)

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 Dallas County 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.

We cannot promise the availability of the following, but if we can provide it, please list what assistance you would like from the Dallas County Affiliate:

- Educational Materials, please indicate anticipated attendance: _____
- A volunteer-staffed breast health education booth for your event: Yes _____ No _____
- A Komen representative to speak at your event: Yes _____ No _____

Note: request for a speaker must be submitted at least 6 weeks prior to event date

- Other, please describe below:

- 🌀 Please note that the names 'The Dallas County Affiliate of Susan G. Komen for the Cure®' and 'Komen Dallas County,' as well as the term, 'for the Cure' are all trademarked by Susan G. Komen for the Cure® and cannot be used without permission.
- 🌀 Fundraising proceeds & accounting must be provided no later than 60 days after conclusion of the event.
- 🌀 Prior to printing, publication, or distribution, any and all promotional materials and scripts of all statements, oral or written which use or refer to Komen Dallas County or its licensed marks, must be presented to Komen Dallas County for approval.

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

Applicant Signature: _____ Date: _____

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

The Dallas County Affiliate of Susan G. Komen for the Cure®
12820 Hillcrest Rd., Suite C105
Dallas, Texas 75230

You may fax the application form to 214-750-7266 or e-mail events@komen-dallas.org
If you have any questions about the guidelines or application please call 214-750-7223 ext. 206.