

RE#: \_\_\_\_\_  
Internal use only

# Application for Authorization



NOTE: APPLICATION MUST BE APPROVED BY THE IRIS KIRBY HOUSE PRIOR TO PUBLICIZING OR HOLDING THE EVENT

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

Name of Group/Company Planning Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Twitter: \_\_\_\_\_

Briefly describe the event and how the funds will be raised: Cash \_\_\_\_\_ Product (Gift in Kind) \_\_\_\_\_

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

How many people do you expect to attend this event? \_\_\_\_\_

What are the projected expenses and revenues for the event? \_\_\_\_\_

Is the event open to the public? Yes \_\_\_\_\_ No, it is a private event \_\_\_\_\_

Will you require IKH representation at the event? \_\_\_\_\_

Will media be involved in the event? \_\_\_\_\_

If so, will IKH PR need to be involved? \_\_\_\_\_

**I have read and agree with the Iris Kirby House Fundraising Event Guidelines**

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Sponsoring Organization Representative:*

Signed \_\_\_\_\_ Date \_\_\_\_\_



On behalf of the team at Iris Kirby House, we appreciate that you have chosen to take a stand and generate awareness and funds to end family violence and abuse.