



Application to Host a Fundraising Event

NOTE: APPLICATION MUST BE APPROVED BY STARS PRIOR TO PUBLICIZING OR HOLDING THE EVENT.

1. GENERAL INFORMATION

Name of group/company/organization planning event:		Today's date:	
First/Last name of individual responsible:		Role:	
E-mail:	Tel:	Ext:	
Mailing address:		Suite/Apt/Unit	
City:	Prov:	Postal code:	

2. EVENT INFORMATION

Name of proposed event:		
Event date:	Time:	
Location of event:		
Mailing address:		Suite/Apt/Unit
City:	Prov:	Postal code:

3. EVENT DESCRIPTION

Briefly describe the event and how the funds will be raised: (use a separate sheet of paper if needed)

How many people do you expect to attend the event?

4. OTHER INFORMATION

A. Have you read and agree to comply with STARS event guidelines? Yes No

B. Does the organizing group understand and agree that STARS must approve all promotional materials for the event prior to publication and posting? Yes No

C. Do you require any STARS volunteers or outside volunteers? Yes No
If yes, please indicate what roles and how many:

D. Do you agree to return any STARS assets within seven days after the event (i.e. banners, displays, etc.)? Yes No

E. Please indicate any STARS items, promotional materials or templates you will require for the event (i.e. mascot, banner, posters, stickers, posters, brochures, etc.). **Please note requests for STARS assets must be made 60 days in advance to ensure compliance. We cannot guarantee attendance of STARS assets as requests are processed based on availability**

Signature of applicant:

Please print name:

Date:



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THANK YOU FOR YOUR SUPPORT!

OFFICE USE ONLY:

Comments:

Date approved: _____

Approved by: _____