



THIRD PARTY EVENTS APPLICATION

HOST DETAILS

Business/Community Group/Organization/Individual Name (**Event Host**):

Host Description (What does your group do?) _____

If you have a website, list it here: _____

Contact Person: _____ Email: _____ Phone: _____

3 LOCAL REFERENCES OF HOST

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

EVENT DETAILS

Event Name: _____

Event Date and Time: _____

Event Location: _____

Estimated Attendance: # _____ Target Audience: _____

Event Description & Details: _____

How and when is the event being promoted? (Please provide details)

Newspaper: _____

Magazine: _____

Radio/TV: _____

Flyer Distribution: _____

Emails: _____

Other: _____

Please describe any promotional materials where you would like permission to include either Voices' name and/or logo (approval required prior to publication/printing of materials with our name or logo):

(Voices Use Only) Approved Event: Yes No Signature _____ Date: _____



BUDGET and BENEFITS

Expected Amount of Donation: \$ _____

What donation amount or portion of the proceeds of the special event/activity will Voices receive? (Please describe): _____

Event donation/proceeds will be turned over to Voices within 30 days of event with a final budget

Yes

No (Explain): _____

Please select which category your event falls into:

- We are committed to donating a minimum of \$500* from the Third Party Event. If so, your event will receive marketing exposure (detailed further in this agreement). Because of the marketing exposure provided by Voices, by selecting this category, you agree to make a minimum donation of \$500, even if your event does not make the anticipated revenue.

Please select what type of support/promotion you would like provided by Voices:

- Voices logo and/or name for promotional purposes (approval required prior to publication)
- Voices materials for distribution
- If space is available, pre-event listing in Voices e-newsletter (sent to 4,000+)
- Flyer posted on Voices website: https://voicesbroward.org/voices_events/hostanevent/
- For committed donations of more than \$2,500 pre and post event recognition on Voices social media platforms

- Those who will donate any amount under \$500 will receive a website listing here: https://voicesbroward.org/voices_events/hostanevent/

AGREEMENT

By signing below, the host agrees to abide by the outlined policies and guidelines and understands and agrees that:

1. If you indicated your event will raise a minimum of \$500, and Voices provides marketing exposure, you are committing to donating a minimum of \$500, even if your event does not make the anticipated revenue
2. The event/activity must be in good taste and be consistent with Voices' mission
3. No publicity or advertising using Voices name and/or logo may be used until this agreement is signed by both parties authorizing Voices as the beneficiary of this special event
4. No volunteers or staff are guaranteed to attend
5. Voices reserves the right to reject or void this contract at any time, and will provide email notice to host

The host understands that nothing in this agreement or in any other document(s) may be construed to authorize the host or any of its employees, volunteers or representatives to act as an agent of Voices.

Host/Contact Name: _____ Signature: _____ Date: _____

Please return your completed application by email: info@voicesbroward.org

Event Applications are reviewed the 1st Monday of every month.

You will be notified by the following Friday.

(Voices Use Only) Approved Event: _____ Yes _____ No _____ Signature _____ Date: _____