



3rd Party Event Form

We are extremely grateful to the individuals, community groups, faith-based organizations, civic clubs, and corporations that choose to host events to benefit Coburn Place families.

**PLEASE COMPLETE THIS FORM IF YOU ARE PLANNING AN EVENT INTENDED TO RAISE FUNDS FOR COBURN PLACE.
THANK YOU!**

Please email, fax or mail the completed form to Coburn Place Safe Haven.

Sponsoring Host _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Event Basics

Name of the Event _____

Date of Event _____ Estimated Attendance _____

Target Audience _____

Will this be an annual event? (circle one) YES NO

Event Location _____

City _____ State _____ Zip _____



If you have a free moment, please go online and like us on Facebook to stay updated on all that's happening at Coburn Place!



3rd Party Event Form

Description of Event _____

Contribution Information

Estimated Gross Income _____

Estimated Net Donation to Coburn Place _____

Cost to Individuals _____

How Funds Will be Raised (tickets, raffle, auction, free will offering, etc)

Marketing

Do you plan on using the name Coburn Place in connection with your event? (circle one) YES NO

Please explain promotions/marketing strategies

Please attach a draft of materials that will use the Coburn Place name. All materials will need to be approved by Coburn Place staff. Please allow 7-10 days for approval process.



HOW TO GET INVOLVED!

3RD PARTY EVENT

FINANCIAL CONTRIBUTION: plan an event that will help to raise money to support services offered by Coburn Place.

- Girls Night In: host friends and ask them to contribute the amount that they would normally spend on a night out.
- Benefit event: partner with a restaurant or store by inviting friends to shop or dine with a percentage of the proceeds donated to Coburn Place. (i.e. Punch Burger, Chick-fil-a, C Wonder, Wine and Canvas)
- (Fill in the blank)-a-thon: bowling, baking, basket weaving! The options are endless!
- Bake Sale: Get together with friends and spend a day baking, then sell items at a community event.
- Jeans Day: allow employees to wear jeans for the day if they provide a donation.
- Gifts: Make a financial contribution to support a family at Coburn Place for friend's and family member's birthdays, anniversaries, Mother's Day and any other holidays!
- Treasure Sale: gather items from family and friends to sell (think garage sale).
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IN-KIND CONTRIBUTION: plan an event that will help to collect resource for Coburn Place residents.

- Baby Shower: collect necessities for a new mom at Coburn Place.
- House Warming: collect all the items that make a house a home for a new Coburn Place family.
- Birthday Party: instead of receiving gifts for your birthday, ask that guests bring items off of the Coburn Place Wish List.