



Special events application

Please submit the following application for approval prior to conducting your event to benefit Cook Children's.

Today's date: _____

Name of organization/company planning the event:

Contact person: _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Email address: _____

Home phone: _____

Business phone: _____

Fax: _____

Name of proposed event or promotion:

Date and time of event: _____

Event location: _____

Address: _____

City: _____ State: _____ ZIP: _____

Is event: ☐ Open to the public ☐ By invitation only

Ticket price (if applicable): \$ _____

Has this event taken place before? ☐ Yes ☐ No

If yes, when: _____

Are there other beneficiaries besides Cook Children's?

☐ Yes ☐ No If yes, which organization(s)?

Briefly describe the event and how funds will be raised (e.g., pledges, sponsorships, ticket sales, auction or raffle; attach a separate sheet or materials if necessary): _____

How will the event be publicized (e.g., social media, press releases, fliers, radio/TV, posters, print ads)?

Please list your group's Web site and social media accounts.

Web site: _____

Facebook: _____

Twitter: _____

Other: _____

Will your group want to promote your event on Cook Children's Health Foundation's social media accounts*?

☐ Yes ☐ No

Will your group want to use the Cook Children's name/logo in your printed materials or for publicity?

☐ Yes ☐ No

Please list anticipated revenue and costs.

Revenue

Total revenue expected \$ _____

Expenses

Total expenses \$ _____

Net revenue

(To Cook Children's) \$ _____

*Subject to approval by Cook Children's

Are costs to come out of:

☐ Proceeds or ☐ To be paid by event organizer?

For promotion or cause-related marketing project, please list the percentage of sales to be donated to

Cook Children's: _____ percent.

All businesses that you plan to solicit for cash or in-kind support (products or services) MUST be submitted to the Cook Children's Health Foundation's special event coordinator for approval. Attach a separate sheet if necessary.

Will the funds raised from your event be designated for a specific purpose at Cook Children's, i.e. cancer, Neonatal Intensive Care Unit, Rehab, etc?

☐ Yes, designate my funds to: _____

☐ Please give it to the greatest need.

Funds must be given to Cook Children's no later than 60 days after the event. Please indicate the approximate date that funds will be received by Cook Children's:

Would you like to schedule a check presentation?

☐ Yes ☐ No

Insurance

If your event is approved, please contact Cook Children's Health Foundation for information regarding required insurance policies.

Cook Children's reserves the right to review and approve all events and materials that include its name and/or logo. **Cook Children's is not liable to any party or vendor for any fees, costs or payments of any kind, and the organization sponsoring the event agrees to indemnify and hold harmless Cook Children's against any claims by third parties or vendors for such fees, costs or payments incurred pursuant to this agreement.**

The event organizer assumes all risks and liabilities associated with the event and hereby releases and holds harmless Cook Children's entities, its directors, officers, employees, agents, successors and assign from and against any and all claims, damages, liabilities, costs, and expenses, including reasonable attorney's fees, arising out of or which may occur in connection with the event, including without limitation, any personal injuries or damages to property that may occur in conjunction with the event.

I, _____, as the contact for named event listed above, have read and agree on behalf of the organization I represent, to all special event policies and guidelines provided to me with this application.

Date: _____

Signature: _____

Printed name: _____

Please return completed form to:

Cook Children's Health Foundation
801 Seventh Avenue
Fort Worth, TX 76104

If you have any questions, please contact 682-885-4105 or foundation@cookchildrens.org.

This form is also available at cookchildrens.org/giving.

Like us on Facebook at facebook.com/Give4Kids or follow us on Twitter at @Give4Kids.