



### Host An Event Third Party Agreement Form

Name of Host: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Please provide the following details about your event:

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

Location (full street address, city/state/zip): \_\_\_\_\_

Name of Event / Type of Event: \_\_\_\_\_

Anticipated number of attendees: \_\_\_\_\_

Please list all key individuals and organizations involved with this event, with their affiliations:

What is the total amount of revenue you estimate will be generated from the event?

Total revenue anticipated \_\_\_\_\_

Total expenses projected \_\_\_\_\_

Estimated amount that will be donated \_\_\_\_\_

Other \_\_\_\_\_ 5

How will you promote the event (invitations, brochures, posters, media?), and to whom (family and friends, the general public, work colleagues)?

Would you like to receive an electronic version of a logo to use on your promotional materials? (circle one)

yes no

Would you like to receive educational materials about cancer and Kentucky CancerLink to have on display at your event?

(circle one) yes no

Why did you select Kentucky CancerLink as your charity of choice?

Have you participated in any activities of the Kentucky CancerLink (conferences, support groups, other fundraising activities)? If yes, please explain.

Thank you on behalf of Kentucky CancerLink for your efforts to raise funds in support of our mission.

Your time and commitment are deeply appreciated.

Please return the completed forms with applicable permits and letters from event venues/hosts to confirm the event time, date, and location to:

Kentucky CancerLink

Attn: Melissa Karrer, Outreach and Program Development

2425 Regency Rd., Suite B

Lexington, KY 40503

[melissak@kycancerlink.org](mailto:melissak@kycancerlink.org)

859-309-1700 (phone)

Upon receipt of your completed forms, you will receive an official letter from the Kentucky CancerLink acknowledging our receipt of your signed "Host An Event Agreement" Form, indicating approval of your third-party event. If Kentucky CancerLink has questions or needs clarification regarding your third-party event meeting guidelines, a representative will be in touch with you via telephone and/or email for further clarification. \*You will also receive a post-event Host Report Form and return envelope for ease of turning in your collected contributions.