



**BC & ALBERTA GUIDE DOGS**

# Third Party Event Registration Form

## General Information

NAME OF GROUP/ORGANIZATION: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS CONT: \_\_\_\_\_

## Event Information

NAME OF EVENT: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIME(S): \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

BRIEF DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

EXPECTED # OF ATTENDEES: \_\_\_\_\_ REVENUE GOAL: \_\_\_\_\_

What proceeds will be given to BC & Alberta Guide Dogs?

- All proceeds (no expense deductions)     Net proceeds  
 Partial proceeds (portion of each ticket sold)     % of proceeds (list %) \_\_\_\_\_

Will other charities be benefiting from this event?     Yes     No

\_\_\_\_\_

\_\_\_\_\_

## Support from BC & Alberta Guide Dogs

We would like:     Speaker at event     Dog at event     Staff representation  
(please check)     Display     Handouts     Promotion     Other \_\_\_\_\_

## **Third Party Event Guidelines**

BC & Alberta Guide Dogs relies on the community's generous support. We sincerely appreciate your support for the work we do for blind/visually-impaired citizens and children with autism and their families living in British Columbia and Alberta.

Please find our terms and conditions for hosting a third party event below. Fill out the application form and return to us before you can start advertising your event.

### Terms and Conditions:

1. Event organizers shall sign the agreement form before marketing their event.
2. Each third party event must be approved by the BC & Alberta Guide Dogs Manager of Development & Communications (BC or Alberta, respectively).
3. All print materials must be approved by the BC & Alberta Guide Dogs Communications & Marketing Manager.
4. The third party event must not be held for the purpose of obtaining business contacts for the third party's benefit.
5. If for any reason we feel that our reputation may be compromised, we reserve the right to cancel our agreement.
6. All third party events require appropriate insurance coverage to be obtained by the organizers of the event.

I hereby acknowledge that I have read and understand the Terms and Conditions of BC & Alberta Guide Dogs' Third Party Events, and will adhere to them as outlined in this document. I hereby give permission to BC & Alberta Guide Dogs to post our third party event on their website.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### **Managers, Development & Communications**

#### **British Columbia**

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