



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 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/Autism Support 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 Coordinator.
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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