



Please print, complete, and submit this form by email to
Sara Lissauer, saral@sunflowerhouse.org.

THIRD PARTY EVENT PROPOSAL

CONTACT INFO

Name/Organization Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

EVENT INFO

Name of Event: _____

Event Description: _____

Dates and Times of Event: _____

Location/Address of Event: _____

Are there other beneficiaries, besides Sunflower House? If yes, please list:

Please indicate how you will generate revenue:

Who is your targeted audience:

Estimate Revenue:

Please indicate what percentage will be donated to Sunflower House?

SUNFLOWER HOUSE INVOLVEMENT

Sunflower House staff and volunteers enjoy being involved in third party events and supporting outside efforts to raise funds and awareness of our mission. However, due to staff and volunteer time constraints, Sunflower House representatives cannot always provide support to plan and promote events. Staff and volunteers may be able to attend a third-party event and offer assistance as requested. Requests for such a presence will be handled on a case-by-case basis and every effort will be made to attend and offer support for the event. If you would like to request assistance with your event, explain your needs and we will try to meet your request.

Staff/volunteers needs for planning and promotion:

Staff/volunteers requested at event? Yes/No

What duties will they perform?
