



**Battle Creek Community Foundation**

*For good. For ever. For all.*

**32 West Michigan Avenue, Suite 1, Battle Creek, MI 49017-3604, Phone: (269) 962-2181**

**EVENT NOTIFICATION**

Fund Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Is this an annual event?      Yes      No

Contact Person(s): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

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

Organization or Group: \_\_\_\_\_

President/CEO: \_\_\_\_\_

(if applicable)

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

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

Description of Event: \_\_\_\_\_

Other Activities at Event: Auction/Silent Auction Y\_\_\_\_ N\_\_\_\_

Door Prizes Y\_\_\_\_ N\_\_\_\_

Sales Tax Consequence Y\_\_\_\_ N\_\_\_\_

Required Information: List of winning donor names; amount of winning bid/cash awarded; FMV of items auctioned. In addition, a dollar value of any other non-cash prizes awarded.

Promoting the Event? Y\_\_\_\_ N\_\_\_\_

*I/We agree to use all disclosures as instructed by the Battle Creek Community Foundation, to review all printed and promotional material with Foundation staff before distribution; to provide supporting documentation for all expenses and proceeds, including donor information as necessary; and to abide by all applicable rules and regulations surrounding the fundraising event as a community project of the Battle Creek Community Foundation.*

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

Fund Representative

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



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**EVENT ESTIMATED BUDGET**

Fund Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Event Date: \_\_\_\_\_

***(Please attach your detailed Budget)***

**Total Estimated Gross Revenue:** \$ \_\_\_\_\_

Please show how you arrived at this number. For example:

100 golfers @ \$100	=	\$10,000
5 Sponsors @ \$1,000	=	5,000
Misc. Donations	=	<u>250</u>
Total.....	=	\$15,250

**Total Estimated Expenses:** \$ \_\_\_\_\_

Please provide cost of item & vendor. For example:

100 rounds of golf @ \$62.50 (Country Club)	=	\$6,250
75 dinners @ \$15.00 (Country Club)	=	1,125
Brochure printing (Copy Center)	=	500
Postage	=	34
Flowers/centerpieces (The Flower Shop)	=	<u>210</u>
Total.....	=	\$8,119

**Net Proceeds:** \$ \_\_\_\_\_

(Revenue minus Expenses)

BCCF will need to verify that your fund has sufficient monies to cover the costs of this event. If you have questions, please contact BCCF staff.



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**EVENT INFORMATION FORM FOR GIFT ENTRY**

\*Item/s to be sold: \_\_\_\_\_  
(Sponsor Packages, Tickets, T-Shirts, etc.)

Cost per ticket or item being sold:        \$ \_\_\_\_\_

Amount of purchase price to be applied  
to event expenses (non tax-deductible): \$ \_\_\_\_\_

Amount of purchase price to be applied  
to the fund as a contribution:                \$ \_\_\_\_\_

\*Multiple sheets may be needed.

Unless otherwise instructed, the Battle Creek Community Foundation will provide acknowledgement letters, including tax receipts, to all donors contributing to the event. Please provide the names, addresses and phone numbers of all donors contributing.

Special instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_