

Thank you for choosing to support Langley Memorial Hospital through your fundraiser. Support from community-run events and programs, like the one you are planning, provide Langley Memorial Hospital the tools and programs needed to ensure everyone in Langley has access to the best health care possible.

**Please register your event or program by submitting this completed form
(minimum of two weeks prior to the date of event/program beginning):**

Mail: Langley Memorial Hospital Foundation, 22051 Fraser Highway, Langley, BC V3A 4H4
Fax: 604-533-6439
Email: info@lmhfoundation.com

Contact Information

Main Contact Person: _____

Organization: _____

Mailing Address: _____

Home/Business phone: _____ (Cell): _____

Email: _____

Company/Event Website Address: _____

Please select the category that best describes your organization:

- Individual Corporation School Community Service Club Other

Event/Program Information

Name of Event/Program: _____

Event/program will be: One-time Annual Ongoing

Date of event/program: _____

Location(s): _____

Time(s): _____

Target Market: Family/friends Members Customers General Public

What has inspired you to host this fundraiser?

Event/Program Details

Describe the event/program and how the funds will be raised.

If applicable, please indicate ticket prices and the estimated number of attendees.

Financial Information

How will funds be raised? Pledges Silent Auction Live Auction Ticket Sales
 Donations Product Sales Other: _____

Estimated revenue from the event/program: \$ _____

Estimated expenses: \$ _____

Estimated contribution to Langley Memorial Hospital Foundation*: \$ _____

Gaming Activities: A gaming license is required by law for any gaming activities you host. Please indicate if you intend to have any of the following activities at your event: Raffle 50/50 Draw Bingo

Will other charitable organizations also benefit from this event/program? Yes No

If yes, please list the other beneficiaries:

** Please note: Donations collected through any fundraising events/programs for Langley Memorial Hospital Foundation must be submitted to the Foundation within 14 days of collection unless otherwise agreed in writing prior to the event/program start. Donations collected at fundraising events may not be used to offset event expenses, according to Canada Revenue Agency regulations.*

Promotion

Describe how you will promote the event/program.

Will the publicity be handled by a professional agency? Yes No

If yes, please name the agency: _____

Will promotional materials, such as flyers and poster, be printed? Yes No

Please note: Langley Memorial Hospital Foundation must approve all logo usage and have final sign-off on final printing proofs.

Are you requesting a Langley Memorial Hospital Foundation representative to attend?

Yes No

If yes, what role are you asking them to fill?

(Speak at event? Greeter to welcome guests? Present the fundraising total with a big cheque? etc.)

Please Note: LMHF involvement in your event will be subject to availability and based on event-specific details.

What event promotion or support items are you requesting from the Foundation?

Banner: _____

Brochures/Pamphlets: _____ (Quantity required)

Newsletters: _____ (Quantity required)

Press release announcing event: _____ (Quantity required)