



Third Party Event Proposal

Thank you for completing Special Olympics Pennsylvania's Third Party Event / Fundraising proposal. Please submit this form at least 30 days prior to your event for proper consideration of participation.

- 1) Proposed Event Name: _____
- 2) Hosted By: _____
- 3) Event Date and Time: _____
- 4) Event Contact Person: _____
- 5) Main Contact Phone Number and Email: _____
- 6) Location of Proposed Event and Address: _____
- 7) Do you have an alternate location? If so, where? _____
- 8) Please submit a detailed summary of the event. *This is the summary that will be used to post the event on our website and social media:*
- 9) What activities will take place? (raffles, auction, door prizes)
- 10) Will there be a "suggested donation" for admission to the event? If yes, what will you request for admission?
- 11) Based on the nature of the special event, is there a need for any of the following?
 - Insurance
 - Permits
 - No insurance or permits needed
- 11b) If so, have you made provisions to secure these documents?



12) What participation and/or resources do you need from Special Olympics PA? (*check any that apply*)

- Posting event on Special Olympics PA's website
- Use of Special Olympics PA's logo
- Volunteer Assistance
- Athlete Representative

13) Do you plan to solicit area businesses for donations?

14) If yes, please explain how you will use these donations. *PLEASE NOTE: A list of businesses must be submitted and all solicitation letters must be approved by the Director of Development prior to solicitation.*

15) Do you plan on using Special Olympics PA's logo or name? *PLEASE NOTE: News releases, flyers/posters, and any interviews must be designed, written and/or pre-approved by the Director of Communications.*

16) Does your event have its own website or Facebook page? If so, what is the URL?

Please submit forms and donations to the following contact, based on location:

Western and Central PA: Carrie Hucker, cjaumann@specialolympicspa.org

200 Cedar Ridge Drive, Suite 214, Pittsburgh, PA 15205

Eastern PA: Demika Poole, dpoole@specialolympicspa.org

2570 Boulevard of the Generals, Suite 124, Norristown, PA 19403

Checks should be made payable to Special Olympics PA or SOPA. The event name should be noted in the memo line to ensure funds are accurately credited.