



Fundraising Event Agreement

Event Name: _____

Event Contact Person & Phone Number: _____

Event Location: _____

Event Time & Date: _____

If you are advertising or inviting people to this event through Facebook, please supply the Facebook address here:

Anticipated requests for involvement from the Lupus Alliance of LIQ. **Please check off those items that you would like/want in order to help make this a successful event.**

Posting on our website _____ Speaker at the event _____ Lupus bracelets for your guests _____

Posting on our Facebook page _____ Alliance representative at the event to receive the check _____

Lupus brochures _____

Other: _____

*Estimated expenses to run this event, i.e. location expenses, food, gift basket items, etc, please list them all here:

*For internal use only. This information will not be shared with anyone outside the LAA/LIQ staff.

If you are making flyers for this event, and want to use our name and/or logo, we will need to review and approve the flyer before distribution. The flyer should include: "to benefit the Lupus Alliance of LIQ" or "all proceeds to benefit the Lupus Alliance of LIQ." *Logo available upon request.

I, the undersigned, understand that am running my own event, for which the proceeds will be donated to the Lupus Alliance of LIQ. The Lupus Alliance of LIQ shall receive the net proceeds from this event. The Lupus Alliance of LIQ is in no way responsible for running the event, covering any expenses related to the event, or in the collection of any money associated with the event.

Print Name

Signature and Date