

PROPOSAL & INFORMATION FORM

Please fill out this form and email it to info@provhouse.org along with the signed agreement from the previous page.

Event Contact Person: _____

Group Hosting Event: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Event Date: _____ Event Time: _____

Event Location: _____

Anticipated roles and responsibilities of Providence House relative to the event:

☐ Speaker ☐ Donation/Award Presentation ☐ Promotional Materials

☐ Table Display ☐ Other _____

How do you propose to publicize the event? _____

How do you propose the Providence House name and logo be used in PR and marketing materials? _____

Estimated expenses/how they will be covered/amount to be raised (Please attach any information): _____

Brief History of Event Sponsor (Company/Group): _____

Have you done an event for Providence House in the past? ☐ YES ☐ NO

If yes, what event? _____

When? _____