



Fundraising Event Form

Thank you for helping to end homelessness by raising funds through your event!

We are here to support you along the way as you plan and host your event or activity. For further event tools and guidelines, please review our 'How to Host a Fundraising Event' document.

Please take the time to fill out our Fundraising Event Form with as much detail as possible. This will help us support your fundraising efforts.

Once completed, send the Fundraising Event Form to Marla Strickland at marla.strickland@pinestreetinn.org, and we will respond within 2-3 business days. If you have any questions about the form, please contact Marla at 617.892.9180.

Contact Information

Individual/Organization Name _____
Individual /Organization Address _____
City _____ State _____ Zip _____
Contact _____
Phone _____ E-mail _____

Event Overview

Event Name (if applicable): _____
Event Location _____
Date(s) of Event _____ Hours of Event _____
Event Description/Type/Objective _____

Has this event been held before? Yes _____ No _____

If yes, when, how often (i.e. annually, quarterly), and how much was raised?

Number of Guests _____

Target Audience _____

List all sponsor(s), if any: _____

Fundraising Event Form



Financial Information

What percent of proceeds will go to Pine Street Inn: 100% _____ Other: _____ %

Fundraising Target:

Minimum \$ _____ / Maximum \$ _____ or _____ % donated

Will other organizations receive portions of the income? Yes _____ No _____

If yes, please indicate their names and how much they will receive

Name _____ / Will receive \$ _____ or _____ % of income

Name _____ / Will receive \$ _____ or _____ % of income

Advertising and Marketing

Note: Pine Street Inn must review and approve all materials that use our logo or name prior to use and promotion to ensure that materials follow our brand guidelines.

Please indicate the types of promotional activities you plan to pursue:

Press Release _____ Promotional Flyers _____ PSA (TV/radio): _____ Social Media _____

Posters _____ Invitations _____ Web Site _____ Mass Email _____

Other (describe): _____

_____ I would like to use the Pine Street Inn logo.

Please indicate color or b&w and format you are requesting:

Full Color _____ Black and White _____

Print quality (eps) _____ Word/PPT/Web quality (jpg) _____

Additional comments:

Thank you for your support of Pine Street Inn!

For Internal Use Only:

Form Sub. Date _____ Date Logo Sent _____ Media Sign Off Date _____

Donation Date _____ Donation Amount _____ Thank You Date _____