



SAN FRANCISCO FOOD BANK

San Francisco Food Bank Fundraising Event Proposal

Name of fundraiser: _____

Location of event/program: _____

Date(s) of event/program: _____ Hours of event: _____

Type of event/promotion: _____

Your name: _____ Phone: _____

Event/Program Coordinators Name: _____

Group/Organization Name: _____

Event/Program Coordinator's Address: _____

City _____ State _____ Zip _____

Phone: Day _____ Eve _____

Fax #: _____ E-mail: _____

Has this program been done before? yes _____ no _____

If yes, when? _____

Projected audience (who will attend or support the program): _____

Projected Attendance (or sales): _____

List sponsor(s):

Name _____

Address: _____

Name: _____

Address: _____

Name of other supporting organizations: _____

Event Description:

What percent of proceeds will go to The San Francisco Food Bank 100% _____ Other: _____

Please fill out the budget worksheet (required) and fax, mail or email with fundraising proposal.

Budget Worksheet:

Name of fundraiser: _____

Location of event/program: _____

Date(s) of event/program: _____

Costs projected for event:

Income projected for event:

Phone/postage: _____

Admission: # _____ x \$ _____ = _____

Supplies: _____

Pledges: _____

Food: _____

Sponsorship: _____

Entertainment: _____

Underwriter: _____

Graphic/printing: _____

Other (list): _____

Other (list): _____

Other (list): _____

Other (list): _____

Other (list): _____

.....
TOTAL expense: _____

.....
TOTAL income: _____

Estimated proceeds to the San Francisco Food Bank (income less cost): _____

Expected date of proceeds to be received by the San Francisco Food Bank *: _____

*must be within 45 days of the event

We ask that all proceeds be submitted by check, cashiers check or money order to:

The San Francisco Food Bank
Attn: Events
900 Pennsylvania Avenue
San Francisco, CA 94107

The San Francisco Food Bank reserves the right to review any official accounting or banking records. Event organizer agrees to provide the San Francisco Food Bank with a complete list of monetary and non-monetary donors including name, address, phone and item or amount donated. We are required to maintain this with the event's records. The San Francisco Food Bank may choose to acknowledge donors directly.

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Publicity: The San Francisco Food Bank must review and approve all materials that include our name and/or logo.

Please check the types of promotional activities you may pursue:

Press Release: _____ Promotional Flyers: _____ PSA (radio): _____

PSA (TV): _____ Posters: _____ Canisters: _____

Invitations: _____ Web Site: _____ Mass Email: _____

Other (describe): _____

_____ I would like to use the San Francisco Food Bank logo.

Please indicate the color and size you are requesting:

_____ Black and White _____ Web quality (72 dpi)

_____ Full Color _____ Print quality (300 dpi)

Would you like this event publicized on the San Francisco Food Bank events web site:

_____ Yes _____ No

If Yes: *Please include a short paragraph that you would like to appear on our website.*

Do you plan to run a food drive in conjunction with this event? _____ Yes _____ No

If Yes:

Number of barrels requested: _____

Requested date of barrel delivery: _____ Requested date of barrel pick up: _____

On-site contact for delivery and pick-up: _____

Phone number: _____ Email: _____

Thank you for your interest in working with the San Francisco Food Bank to end hunger in San Francisco. We will contact you within 7 - 10 business days to let you know if we can approve your event's affiliation with the San Francisco Food Bank.

For internal use only:

_____ Constituent ID number	_____ Date received	_____ Logo date	_____ Media sign off
_____ Pledge	_____ Donation date	_____ Donation amount	_____ Acknowledgment