



**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.

## San Francisco Food Bank Fundraising Event Proposal

**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