



Ronald McDonald House Charities® of Richmond
 2330 Monument Avenue, Richmond, VA 23220
 804.355.6517 Office 804.358.3153 Fax
 www.rmhc-richmond.org

Project Form

- Individual Business Organization/Group (Non-Profit)

Thank you for your interest in organizing an event/fundraiser to benefit Ronald McDonald House Charities of Richmond. Please complete this application for review by the organization and return the completed form to: Ronald McDonald House Charities of Richmond, Special Events Coordinator, 2330 Monument Avenue, Richmond, VA 23220, or meg@rmhc-richmond.org. If you have any questions, please call us at (804) 355-6517.

I. Contact Information

Name of Planning Organization/Individual ("Requesting Party"): _____

Address: _____

Contact Person and Title: _____

Phone: _____ Email: _____

II. Event Description

Name of Event: _____

Nature of Event (Please explain in detail): _____

Has this event been done before? Yes / No If yes, when? _____

If yes, who did event previously benefit? _____

Location of Event: _____

Date of Event: _____ Rain Date (if applicable): _____

- Indoor Outdoor

Hours of Event: _____

Projected Attendance: _____ Is this event Open to the Public? Yes / No

Are there any other beneficiaries? Yes / No If yes, who? _____

Please attach a list of businesses that will be asked to sponsor this event and please note if the Requesting Party has a personal relationship.



III. Financial Information

Please Estimate:

Total Proceeds A. _____

Expenses (include costs such as printing, food, entertainment, equipment rental, promotion, etc.) B. _____

Anticipated net proceeds (A minus B) C. _____

Estimated amount/Percentage of net proceeds given to RMHC of Richmond D. _____

How will proceeds from the event be given to RMHC of Richmond?

- Cash
- Check
- Other: _____

Expected date net proceeds will be given to RMHC of Richmond: _____

Note: RMHC of Richmond should receive net proceeds within 60 days of the conclusion of the event. Annually occurring events must have donated proceeds from previous year's event before approval can be granted for future events. All checks should be made payable to Ronald McDonald House Charities of Richmond.

IV. Proposed Support from Ronald McDonald House Charities of Richmond

Will planning assistance from RMHC of Richmond be needed? Yes / No

If yes, what will this assistance entail? _____

Will RMHC of Richmond Volunteers be needed? Yes / No

If yes, how many will be needed? _____ Hours Volunteers will be needed? _____

What duties will Volunteers perform? _____

*Note: This is just a request – RMHC Richmond cannot guarantee that volunteers will be available for the event.



V. Publicity Information

Ronald McDonald House Charities of Richmond reserves the right to review all materials that include our logo and/or name.

Publicity/promotion activities (Please list with dates): _____

Will publicity support be needed from RMHC of Richmond? Yes / No

If yes, what kind? _____

Note: Promotional support from RMHC of Richmond will be left to the discretion of the Director of Development.

VI. Agreement of Responsibility

Requesting Party agrees to indemnify, make good, and hold Ronald McDonald House Charities of Richmond, Virginia, Inc., and its employees and directors harmless from and against any and all loss, damage, fines, costs, charges, including, but not limited to, all attorney's fees and all other costs and expenses relating to any suit, judgment, action, or other claim arising from or relating to the acts or omissions of Requesting Party or otherwise arising from or relating to the Event. This indemnity shall survive the termination of this agreement.

I have read the Fundraising and Special Event's Policy and agree to its terms.

Signature of Primary Contact: _____ Date: _____

Signature of RMHC Director of Development: _____ Date: _____

Return to: Meg Petruney, Special Events Coordinator
RMHC of Richmond
2330 Monument Avenue
Richmond, VA 23220
Fax: (804) 358-3153
Email: meg@rmhc-richmond.org