



Third Party Fundraising Events

Thank you for hosting a fundraising event of behalf of HAWC!

Through the years, HAWC has been the fortunate beneficiary of funds raised by different organizations that help support free programs for victims of domestic violence. We are genuinely grateful to you for wanting to host a benefit in honor of the families we serve. Every dollar you raise goes directly into funding the great need for **free and confidential services** provided in 23 of Massachusetts' North Shore communities.

Below is a list of questions that we would like you to answer, to help us have a better understanding about your special fundraising event, and to ensure its success.

Contact Information

Name of Organization or individual hosting this event:

Contact Person: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Telephone: (____) _____ - _____ E-mail: _____

Event Information

Date / anticipated date of Event: _____ Time: _____

Event Location: _____

Name of Event: _____

Cost of Admission to Event: _____

Percentage/Amount to be donated to HAWC: _____

Please describe the event:

Event Budget

Anticipated costs: _____

How will these costs be pre-paid (if applicable): _____

(Please note that HAWC will not be responsible for any debt incurred from this event.)

Staffing Event

Who will organize and run the event? Please list all parties involved & their roles:

Name: _____ Role: _____

Name: _____ Role: _____

(please attach names of other participants or volunteers as they become available).

Guest List

HAWC asks that all third party fundraiser hosts collect names, addresses and emails from guests who attend events held on our behalf so that we can thank them for their support and keep them informed of our work in the community. Please provide this information to Alicia Black Weaver within 2 weeks of your event.

Marketing Event

HAWC can help to promote this fundraiser through our volunteer newsletter, our monthly e-newsletter, our bi-annual newsletter (published Spring & Fall) and our website at www.hawcdv.org

HAWC requests that all advertising and promotional materials for fundraising events be reviewed by our Development Office before distribution. Please e-mail, call or fax:

aliciab@hawcdv.org ♦ (978) 744-2299 ext. 27 ♦ FAX (978) 745-6886

Who will be invited? _____

How will this event be promoted/advertised *(please note that HAWC donor base is not public information)*

- | | | |
|---|----------------------------------|--------------------------------|
| <input type="checkbox"/> Mailing | <input type="checkbox"/> Posters | <input type="checkbox"/> Other |
| <input type="checkbox"/> Press Releases | <input type="checkbox"/> e-mail | |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> website | |

What are your expectations of HAWC?

Additional information or comments:

On behalf of everyone HAWC serves, our staff and the Board of Directors we wish to thank you once again for reaching out to us and helping us with our mission. We cannot possibly do all that is needed without your generous support!!!

Please return this form to:

**Alicia Black Weaver, Assistant Director of Development
HAWC
27 Congress Street ♦ Salem, MA 01970
Phone (978) 744-2299 ext. 27 FAX (978) 745-6886
e-mail: aliciab@hawcdv.org**