

Legends & Legacy

Partnership Application

Name of Organization: _____

Contact Person: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

Please describe the activities of your Organization (brochures, flyers, etc may be attached): _____

Why do people support your organization? _____

How do people support your Organization? (Donations, cash, in kind, other) _____

Number of Volunteers: _____ Number of Staff: _____

Describe your resource development department (number of staff, areas of responsibility, etc.): _____

What types of fundraising have you done in the past? _____

How would your Board members support the Gala? _____

How many volunteer/staff could you get to assist in the following areas? Would staff take an active role, etc?

Area of Interest	Staff	Volunteer
Secretary for minutes of meetings and distribution		
Promotion & Public Relations		
Ticket Sales/Table Captains to sell tables of tickets		
Décor/Theme		
Gift Bags		
Entertainment		
Food & Beverage		
Silent Auction		
Live Auction		
Sponsorship		
Pockets of Revenue		
Reception & Cashier		
Set-up of Event		
Take Down of Event		
Other:		

How many tables of eight (8) could your Organization sell? _____

On a scale of 1-10 (10 being the highest), how well is your Organization known in the local community?

Do you feel that your Organization mission is a popular one with the public? _____

Why? _____

Could you sell Corporate Sponsorships?

\$1,500 Yes ___ No ___

\$2,500 Yes ___ No ___

Partnerships between Legends & Legacy and Non-Profits

Legends & Legacy wants to do everything to ensure that our partnership is successful for both our partners and the community.

We feel that a meeting to provide clarity on the expected roles and responsibilities of each party is important. We want to make sure that both partners are on the same page, and clearly understand what is required to present a successful gala event. We will discuss aims, benefits, responsibilities, plans, etc. to make this partnership work.

These are the areas we will cover:

The Basics

- The partnership's purpose
- How each partner is to benefit from the agreement, as well as the intended benefits to the wider community
- The resources each partner will contribute
- The responsibilities of each partner

Procedures and People

- Contact and committee people for the partnership in each organization
- Meeting and decision making procedures
- How partners names, logos and initials will be used
- Media relations
- Volunteers
- Budgets

We welcome the opportunity to hold an information gathering meeting with you to discuss the possibility to be the recipient agency of choice for the Legends & Legacy Gala. The decision regarding who becomes the charity of choice is made by the Legends & Legacy Gala executive committee.

Please fax, email or mail your completed application to:

LEGENDS & LEGACY GALA COMMITTEE

92 College Crescent

Barrie, ON L4M 5C8

Phone: 705-726-2120 Fax: 705-726-9043

Email: info@legendsgala.com www.legendsgala.com