

# Winship Cancer Institute Event Application

1) Name of sponsoring organization: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Contact job title: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Primary phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

2) Type of proposed project and detailed description (include time, date and location): \_\_\_\_\_  
\_\_\_\_\_

3) Is the project a public appeal for: (circle one):  
Funds                      Tickets                      Sale of commodities (specify): \_\_\_\_\_

4) Is your organization (circle one):                      Nonprofit                      or                      For profit

5) Estimated donation: \$ \_\_\_\_\_

6) What, if any, support (e.g., logo, balloons, banners) will be requested from Winship? \_\_\_\_\_  
\_\_\_\_\_

7) What is your plan for publicity, if any? \_\_\_\_\_

**NOTE: All promotional materials using Winship's name, logo, and organization information must be approved prior to distribution.**

8) Have you sponsored a special project before? (circle one):                      Yes                      No  
If yes, list the most recent project you have sponsored and its beneficiary. \_\_\_\_\_  
Date of project: \_\_\_\_\_ Beneficiary contact name and number: \_\_\_\_\_

9) Is this, or will this be, an annual event benefiting Winship? (circle one):                      Yes                      No                      TBD

10) Why did you choose Winship to be the beneficiary of your event? \_\_\_\_\_  
\_\_\_\_\_

11) I have read the Community Fundraising Events Guidelines and Policies and agree to follow them as stated.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## FOR USE BY WINSHIP

Approved                       Not Approved                      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Allocation: \_\_\_\_\_ Winship Cancer Institute Advancement Office Contact: \_\_\_\_\_

**Thank you for your interest in partnering with us to make a difference in the fight against cancer.**

When you have completed this form, attach all supporting documents – such as budget, committee structure, information about your organization and printed materials, including brochures and drafts of invitations or tickets that will include the name Winship – and email or mail to:

Scott Larimore  
[Scott.Larimore@emory.edu](mailto:Scott.Larimore@emory.edu)  
Winship Cancer Institute of Emory University  
1440 Clifton Rd NE, Suite 170  
Atlanta, GA 30322