

Third Party Information Form

Families In Crisis, Inc.

Sponsoring Organization: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Name of Event: _____

Date of Event: _____ Time: _____

Location: _____

Event Description: **Please include any ticket prices, entrance fees, or participation fee info if applicable.**

What is your estimated total revenue for this event/effort? _____

What percentage of proceeds (after expenses) will Families In Crisis, Inc. receive? _____

Please list any other charitable organizations that will benefit from this event:

Will businesses be contacted for donations or assist in the event in any way? **Yes** **No**

If yes, please list these prospects for Families In Crisis, Inc. to review to avoid duplicated efforts with businesses we might have already approached:

Do you plan to use Families In Crisis, Inc.'s name or program information in promoting the event? **Yes** **No**
If yes, please describe the materials you plan to create - please attach copies and email jpeg/tiff/eps/pdf and links to the event's site for promotion. **Families In Crisis, Inc. must approve the use of our logo or inclusion of our name in advertising for your event. Third party events must coordinate all advertising, public relations and other forms of media with Families In Crisis, Inc. before release.**

What other types of promotion do you plan to use? (Radio,TV,Telemarketing, Posters, etc.)

Can Families In Crisis, Inc. provide you with informational materials on our programs either for your information or display at the event? **Yes** **No**

If yes, how many materials would you need and when can they be picked up by your representative?

Please describe any requests regarding Families In Crisis, Inc. staff attendance at the event and our role there if available. Due to limited resources, the number of staff available and level of participation may be limited.

All Third Party Fundraising events are greatly appreciated; however, Families In Crisis, Inc. reserves the right to disapprove or withdraw from an event for any reason.

Please return this form to Families In Crisis, Inc. for approval:

By email: ficinccr@earthlink.net

By fax: 254.526.6111
ATTN: Suzanne Armour

Or by mail: Families In Crisis, Inc.
ATTN: Suzanne Armour
P.O. Box 25
Killeen, TX 76540

If you have any questions or would like more information, please contact **Suzanne Armour, Community Relations Manager**, at **254.634.1184** or email **ficinccr@earthlink.net**.

We appreciate your support. Your efforts help us to our work, and make a difference in the lives of those we serve. Thank you for your interest - we look forward to working with you!