



FUNDRAISING EVENTS INQUIRY FORM

Thank you for your interest in putting on a fundraising event to benefit Denver Children's Home! We appreciate your support in raising funds for our organization and raising awareness about the care of traumatized youth. **Please fill out this inquiry form and send it to Shannon Lowe, Development Director, at 1501 Albion Street, Denver, CO 80220. You can also e-mail it to slowe@denverchildrenshome.org or fax it at 303.320.8619.** A member of the Development team will contact you within two weeks to let you know if your activity was approved or if more information is needed.

Name: _____

Name of your Organization or Group: _____

Phone Number: _____ E-Mail: _____

Event Date: _____ Event Time: _____

Event Location: _____

Description of Event: _____

Are you renting a facility? Yes No

**Rented facilities must be accompanied by an Event Insurance Policy in which you name Denver Children's Home as Additionally Insured. Please attach with submission of this form.*

Will liquor be served at the event? Yes No

Do you or the venue have a liquor license permit? Yes No

**Please attach a copy of the liquor license permit if applicable.*

How many people do you expect to be in attendance? _____

How will you raise funds for DCH? (i.e ticket sales, sponsorships, etc.)? _____

Please attach any promotional material you may already have on this event or past events.

Thank you!