

## EVENT ORGANISATION FORM

Please check:

- ☐ Event created by an individual or group of individuals
- ☐ Event created by a company

### CONTACT INFORMATION

First name, surname of the event organiser:

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Title:

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Educational institution / company:

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Address:

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City:

Postal code:

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Email:

Phone:

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### HOW DID YOU HEAR ABOUT US?

- |  |                                    |   |
|--|------------------------------------|---|
| <input type="radio"/> Advertising campaign | <input type="radio"/> Social media | <input type="radio"/> Fundraising event |
| <input type="radio"/> Family and friends   | <input type="radio"/> Company      | <input type="radio"/> Other             |

TAX RECEIPT: The Tel-jeunes Foundation complies with all Canada Revenue Agency rules, so it's important to check with us before holding your activity to see what is eligible for a tax receipt.

CONFIDENTIALITY: All the above information is protected by the confidentiality policy of the Fondation Tel-jeunes and will only be used for administrative purposes.

## EVENT INFORMATION

Date and time of the event:

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Location of the event:

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Type of event (walk, fundraiser, show, sale of goods, etc.):

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Explain your event (financial structure, publicity and promotion, means of solicitation):

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Number of people expected or reached (if applicable):

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Number of tickets available (if applicable):

Number of tickets sold:

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Ticket price (if applicable):

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Amount of ticket donated to Fondation Tel-jeunes (if applicable):

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Sale of item(s) or good(s):



No



Yes. Which ones?

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Are there any sponsors?



No



Yes. Which ones?

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Do you need promotional material from the Tel-jeunes Foundation? (subject to availability)



No



Yes. Which ones?

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Do you need a Tel-jeunes Foundation representative on site? (subject to Foundation availability)



No



Yes. Please specify

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Is another organisation taking part in the event?



No



Yes. Which ones?

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Please send this form to [collectedefonds@fondationteljeunes.org](mailto:collectedefonds@fondationteljeunes.org). For further information: 514 288-1444, ext. 222. We will contact you as soon as possible. Thank you for your interest!