



Third-Party Event Proposal Form

To host a Third Party Event to benefit Linden Grove School (LGS), please complete and submit this form at least 60 days prior to your event. Once your event is officially approved, you will receive a copy of this form signed by the LGS Director of Development.

Contact Information

Event Organizer/Sponsor _____

Please circle the category that best describes you:

Business School Church Individual Other _____

Primary Contact(s) _____

Street Address _____

City _____ State _____ Zip _____

Preferred Phone # _____ Alternate Phone # _____

Email(s) _____

Event Information

Event Name _____

Event Location Name and Address _____

Event Date(S) and Time(s) _____

Anticipated Attendance _____

Below, please describe your event and how the funds will be raised (i.e. ticket sales, raffle, etc.).

**Note – Event activities must comply with all relevant local, state and federal laws.*

Financial Information

Please provide us with your best estimates of the following general budget information.

Revenue \$ _____ Expenses \$ _____ Net Revenue \$ _____

Amount/Percentage of Net Revenue to be donated to LGS \$ _____

Date contribution is expected to be made to LGS _____

Requested Support from Linden Grove School

Would you like to use the Linden Grove School logo for purposes directly related to your event?

Please circle: Yes No

Would you like a Linden Grove School representative to attend your event? Yes No

If yes, please indicate date(s) and time(s) _____

Would you like the representative to speak at your event? Yes No

If yes, for what length of time? _____

Would you like Linden Grove School print materials for you event, if available? Yes No

If yes, what quantity and how will they be used/distributed?

Signature of Contact Person _____ **Date** _____

Signature of LGS Representative _____ **Date** _____

Please keep a copy of the policy and completed application for your records.

Mail the original signed proposal form to: Linden Grove School
4122 Myrtle Avenue, Cincinnati, OH 45236

Or email to: Development@LindenGroveSchool.org

Please allow 1 to 2 weeks for the school to respond to your proposal.