

Guide to Hosting a Third-Party Event

Thank you for believing in our mission and choosing Saint Francis, Mount Sinai and Johnson Memorial Hospital as the beneficiary for your special event.

What is a Third-Party Event?

Third-Party Events are fundraisers organized and hosted by individuals or organizations outside of Saint Francis Hospital and Medical Center, Mount Sinai Rehabilitation Hospital and Johnson Memorial Hospital and are designed to benefit the respective hospital. These individuals are usually grateful patients or families, students interested in giving to their community or fulfilling a community service requirement, or an organization that is willing to donate their goods and/or services.

Some examples of Third-Party Events include: dress down days at work, trivia night, “in lieu of gifts, make a donation”, collect change, recycle cans, any type of “yard sale”, cocktail parties, golf tournaments, fashion shows, motorcycle rides, lemonade stands, comedy nights, garden tours or any type of “a-thon” event. The proceeds from Third-Party Events may either be directed to the Hospital’s greatest area of need or to a specific area or program as designated by the event organizer.

The event planning and expenses are primarily the responsibility of the individuals hosting, however, the Saint Francis Foundation will assist in the preparation of the event and provide guidance on the event if needed.

Event Approval

Because Saint Francis Hospital and Medical Center, Mount Sinai Rehabilitation Hospital and Johnson Memorial Hospital is publicly accountable for all fund-raising activities, it is **required** that your proposed event be reviewed and approved by the Saint Francis Foundation before you will be permitted to use the hospital names or logos in connection with your event.

If you would like to host a third-party event, you must first submit the **Third-Party Event Proposal Form** which is included in this packet. Please either mail or fax the form to the Saint Francis Foundation. We will contact you upon receipt of your form.

To get started, follow these simple steps.

1. Determine your event.
2. Complete the proposal form.
3. Saint Francis Foundation will contact you with final approval of event and follow-up.
4. Upon approval a Third-Party Event Agreement form will be sent to you for signature.

Third-Party Event Proposal

1. Event Information:

Name and/or Type of Proposed Event: _____

Proposed Date/Time of Event: ___/___/___ _____ am/pm to _____ am/pm

Event Location: _____

Street Address: _____

City: _____ State: _____ Zip: _____

2. Is the event: Open to the Public () Invitation Only ()

3. Proposed Ticket Price: \$ _____ **Expected Event Revenue:** \$ _____

4. Event Beneficiary Information:

Would you like the proceeds of your event to go to a specific program or department in the hospital? Yes () No ()

If yes, which program or department? _____
(If No, the proceeds will go to an area with the greatest need)

5. Would you like to invite members of the Saint Francis, Mount Sinai or Johnson Memorial staff to attend your event?

Yes () No ()

6. Please briefly explain why you have chosen Saint Francis as the beneficiary for your event:

7. Please briefly explain how you would like Saint Francis Foundation to assist you in planning and executing your event and we will make every effort to accommodate your request:

8. Would you like your event to be publicized? (Ex: On Saint Francis Foundations website, press release, media advisory, etc.) Yes () No ()

9. Name of Individual/Organization/Company Planning Event:

Name of Contact at Organization/Company (if applicable):

Street Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Phone: () _____ Check One: Home () Business () Mobile ()

Date: ____/____/____

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Internal Use Only

Saint Francis Foundation Signature: _____

Date: ____/____/____

Printed Name: _____

PLEASE SUBMIT THIS FORM TO:

**SAINT FRANCIS FOUNDATION
95 WOODLAND STREET, 2nd FLOOR
HARTFORD, CT 06105**

**PHONE: (860) 714-7084 FAX: (860) 714-8069
Brenda Carbone, bcarbone@stfranciscare.org
www.saintfrancisdonor.com**

Upon Approval, a member of the Saint Francis Foundation will contact you.