



Canadian Cancer Society
Société canadienne
du cancer

NEWFOUNDLAND AND LABRADOR DIVISION



Information for Organizers of Events

Thank you for your interest in planning an event for the Daffodil Place Campaign. Third party events can take many forms from gala dinners to golf tournaments, bake sales to walk-a-thons, coffee parties to concerts and much more. We are open to exploring these ideas and others with you. We are fortunate to receive numerous requests to partner with communities, groups, organizations, companies and individuals.

To ensure that we provide as much support as possible, we request that you complete the Third Party Event Information Form attached and return to:

Daffodil Place Campaign Office
Viking Building, 136 Crosbie Road,
PO Box 8921, St. John's, NL, A1B 3R9
Fax: 709-757-3456
Email: lsaunders@nl.cancer.ca

Please note that use of the Daffodil Place name and logo without consent is prohibited. Once again, thank you for your interest in raising money to build Daffodil Place. Also, feel free to call us with any questions, concerns or if you require further clarification or need other information. Our phone number is 709-757-3455, or toll free at 1-888-753-6520.

Responsibilities

- The Event Organizer will provide status reports to Daffodil Place Campaign office
- The organizer of the event will be responsible for any financial losses or unsettled accounts should the event not succeed financially.
- Daffodil Place Campaign will be advised if the proceeds from the event will benefit other charity partners and should be informed of the names of these partners.
- Daffodil Place Campaign will be advised of any third party event cancellation.
- Third Party events involving licenses and fees will conform to government regulations (Federal, Provincial, and Municipal). The Third Party Event Organizer will pay all fees.
- Daffodil Place Campaign will prepare and submit lottery license applications for third party events.
- Organizers will solicit sponsors on behalf of third party events.
- The event organizer will provide a record of revenues and expenses and copies of receipts to Daffodil Place Campaign office.
- Any third party events contacting potential sponsors must disclose the nature of the third party arrangement and must position Daffodil Place as a recipient of the event, not the host or owner of the event.
- The third party event will provide all staffing for the event.
- Any use of the Daffodil Place name and logo must be approved prior to its use.



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Third Party Event Information Form

Event Name: _____ Event Date: _____

Event Location: _____

Organizers

Primary Contact _____

Secondary Contact _____

Mailing Address: _____

Postal Code: _____

Fax: _____

Phone: _____

Phone: _____

City/Community: _____

Phone: _____

Email: _____

Description of Event:

Estimated Proceeds from Event: _____

Resources Required

Posters _____

Brochures _____

Bookmarks _____

Receipt Books _____

License/Insurance/Tax Receipting _____

Volunteers: _____

Other Requirements: _____

Signature for Third Party Event

Date

Signature for Daffodil Place Campaign

Date