



Planning a Fundraising Event

Thank you for your interest in planning a fundraising event to support Operation Homefront! To get the process started, we would like to know more about this opportunity and have a central document to provide our staff and volunteers who will assist.

Please note that Operation Homefront reserves the right to withdraw its name from use by third parties should significant changes occur in the event plan that may affect the public's perception of Operation Homefront. Additionally, all printed materials that will include the Operation Homefront logo or name, must be reviewed and approved by Operation Homefront staff prior to use. For these reasons, and to ensure the success of our team effort, it is important that this document be as accurate and detailed as possible.

Contact Name:

Address:

Telephone: Fax:

Email:

Organization (if any) to be involved as host, coordinator, sponsor or beneficiary:

Name of Event:

Date(s) of Event: Time: am / pm

Location of Event:

Purpose of Event:

Event Description:

Estimated Donation:

How will Operation Homefront receive the proceeds from the Event?

Expected date for the transfer of funds:

If you have corporate sponsorships (secured or pending) please list them along with current and available contact information: *(Attach additional sheet if necessary)*

Secured **Contact Name / Number**

1. _____
2. _____
3. _____
4. _____
5. _____

Pending

1. _____
2. _____
3. _____
4. _____
5. _____

Please describe what motivated you or your group to organize and conduct such an event, promotion or affiliation:

Do you or any other individual anticipate receiving a direct or indirect financial benefit from the event or affiliation? If so, please describe:

What tasks would you expect Operation Homefront to accomplish in conjunction with the planning and execution of this event?

1. _____
2. _____
3. _____
4. _____
5. _____

Please describe the planning and execution timeline for the proposed event.

Please describe how you will publicize or market your event

Please provide a sample budget for your event including expenses and revenue.

**Return all materials to the specific chapter or for a national fundraiser
to:**

Operation Homefront
Attn: Amy Palmer
8930 Fourwinds Drive, Ste. 340
San Antonio, TX 78239
210-659-7756
210-566-7544 (fax)

Or via email to:
amy@operationhomefront.net