

# Heart Institute Foundation Special Event Proposal Form

Lines marked with \* are required to be filled in.

**Note:** Application must be approved by the Special Events Manager of the Heart Institute prior to publicizing or holding events. The Heart Institute Foundation respects the privacy of its donors; we do not sell, rent, or trade our donor lists. The information we collect is used to process donations, keep our donors informed about the activities of the Institute and Foundation, and ask for their support for our mission to improve cardiac care. If at any time you wish to be excluded from such contacts, call us at 613-761-4790 and we will accommodate your request. Please e-mail the completed PDF form to the Special Events Manager.

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## Contact Information

Date (dd/mm/yyyy)

Name of group/company  
planning event \*

Name of individual  
responsible \*

Mailing Address \*

Street Address / Apt \*

City \*

Province \*

Postal Code \*

Phone (business)

Phone (home) \*

Fax

e-mail Address

## Event Information

Name of proposed event \*  
(max 40 characters)

Date \* (dd/mm/yyyy)

Location of Event \*

Address \*

## Events Details

Briefly describe why you  
have chosen the Heart  
Institute to be the  
beneficiary of this event. \*

Briefly describe the event  
and how the funds will be  
raised. \*

## Proposed Budget \*

### Costs

All costs to come out of the proceeds or to be paid directly by the event organizer. Please list all expenses and indicate if any are being donated. Please note that it is necessary to complete the budget using actual or estimated figures to gain approval from the Heart Institute Foundation.

Location	\$
Food/Beverage	\$
Printing (tickets, posters etc.)	\$
Advertising	\$
Prizes	\$
Other (please specify)	\$
<b>TOTAL EXPECTED INCOME</b>	<b>\$</b>

**\*Costs must be entered before completing the form**

<b>(-) TOTAL COSTS</b>	<b>\$</b> _____
<b>(=) REVENUE TO HSCF</b>	<b>\$</b> _____

**Fill in the form, print it out, and send to the Special Events Department:**

Ms. Shayna Leikin  
Special Events Assistant  
University of Ottawa Heart Institute  
Room H-2411D  
40 Ruskin Street  
Ottawa, ON Canada  
K1Y 4W7

Tel: (613) 761-5045  
Fax: (613) 761-4907