

Community Events Information

Community Events in support of Toronto Public Library Foundation:

Special Events are a wonderful way to raise funds for Toronto Public Library Foundation. However, they can be very time-consuming and sometimes have high costs as well. We want to make sure you and your committee has fun organizing your event!

Planning your event: a step-by-step guide:

Tell us more about your event:

Once you know all of the details of your event, it is important to share this information with a Foundation staff member for approval. We will need details such as date, location, start time, end time etc. Please be aware you must receive permission from the Foundation to organize an event.

Form a planning committee:

The probability of success of any special event is increased by the enthusiasm and dedication of the people who plan and organize it. Your planning committee should have enough members to share the work, representing a variety of skills. When selling tickets for a fundraiser, there should be at least one volunteer for every ten tickets you have to sell!

Brainstorm ideas:

Give free reign to your imagination. Several heads are better than one! The wackiest idea may be the best fundraiser. Then again, it may not. But it's worth thinking about.

Be sure you've chosen the 'right' event:

The type of event you choose should fit the size, interest, talents, goals, and time availability of your group. You want this event to be fun to plan and organize, as well as to attend.

Schedule the event:

Schedule your event for a time that is appropriate and convenient for those who will be attending. Remember that two fundraising events that cater to the same audience, on the same day, will divide the support for each event.

Establish goals:

Have a realistic and measurable financial goal. Preparing a budget will enable you to accurately gauge the scale and success of your event.

Budget:

Identify possible sources of income and all expenses. If you keep costs down, you'll generate a bigger donation - something everyone will feel good about. The budget section of the event proposal is a useful tool to clearly outline your business plan. Larger events with many attendees and/or sponsors should consider opening a bank account in the name of the event.

Promotion and publicity:

Toronto Public Library Foundation logo is a registered trademark. All uses of the Foundation logo must be approved by a Foundation staff member. Publicity and promotion are key to a successful event, so get out there and promote, promote, promote - just remember to have all your materials approved before they are printed.

Collect the funds:

We ask that all funds be forwarded to Toronto Public Library Foundation within 90 days after your event.

Thank you, thank you, thank you:

Here's the most important part: please acknowledge everyone who participated in or supported your activity and let them know how much you appreciate their help. They will also be proud to hear how much money was raised!

Hosting a Community Event - How we can help you:

We are thankful that you have chosen to raise funds for Toronto Public Library Foundation with your special event and we are eager to support in any way we can in the planning process.

Toronto Public Library Foundation can provide the following assistance:

- Advice and expertise on event planning
- Resources and ideas to help you plan and run your event
- As appropriate, a TPLF representative may be available to accept a cheque presentation at your event
- Issue tax receipts if applicable
- Event listing on our website, if applicable

Promotion or advertising of your event:

- Poster with event information
- E-card with event information
- TPLF supplies for your event (e.g., brochures, signage)

TPLF Foundation cannot provide the following:

- Funding or reimbursement for event expenses
- Mail and e-mail lists such as donor lists and Library staff lists
- Guaranteed attendance of staff or volunteers at your event
- Application for gaming licenses (e.g./ bingos or raffles)
- Prizes, auction items, awards

Rules and Regulations:

- Names and logos are registered trademarks; you need permission to use them
- Money raised must be received within 90 days of the event
- Tax receipts can be issued for cash donations of \$10 or more. Please discuss any tax receipt related questions with a member of the Foundation team before your event.
- Volunteer event organizer will obtain all necessary permits, licenses and insurance
- The Foundation will not assume any legal or financial liability
- The Foundation is not responsible for any damage, accidents to persons or property

Community Event Application Form

Note: Toronto Public Library Foundation (TPLF) must approve your application prior to your publicizing or holding an event.

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[Tell us more about your event:](#)

Once you know all of the details of your event, it is important to share this information with a Foundation staff member for approval. We will need details such as date, location, start time, end time etc. Please be aware you must receive permission from the Foundation to organize an event.

Contact Details:

Name of Organization Planning Event

Contact Name

Mailing Address:

City:

Province:

Postal Code:

Home Phone:

Business Phone:

Fax:

Email:

Event Details:

Name of Event:

Start Date:

End Date:

Start Time:

End Time:

Location:

Please describe the event (schedule of events):

How will funds be raised?

Expected attendance:

Proposed Budget

All expenses to be paid from the revenue generated by your event, or paid directly by the event organizer. Please list all costs even if you expect them to be donated.

Expenses:

Venue / Location \$
Food / Beverage \$
Printing \$
Advertising \$
Prizes \$
Other (please list) \$

Total Costs \$

Revenue:

Sponsorship \$
Registration Fees \$
Ticket Sales \$
Pledges \$
Donations \$
Silent Auction \$
Raffle \$
Total Revenue \$
Net Revenue
(total revenue – total costs) \$

Tax Receipting

Will you require official receipts for income tax purposes? yes no

It is important to discuss tax receipt requirements with the Foundation well in advance of your event, in order for TPLF to determine if we are able to grant your request. This ensures compliance with Canada Customs and Revenue Agency regulations.

Event Licences

Please indicate which of the following, if any, are being planned for your event:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Bingo | <input type="checkbox"/> Raffle |
| <input type="checkbox"/> Casino | <input type="checkbox"/> Alcohol will be served |
| <input type="checkbox"/> 50/50 Draw | <input type="checkbox"/> None of the above |

Please discuss licence and permit requirements with TPLF staff to ensure compliance with all federal, provincial and municipal laws. If your event requires a licence or permit, please ensure that you submit your application at least eight weeks prior to your event. Please note that TPLF does not coordinate licence or permits on your behalf.

Event Insurance

Provide a certificate of insurance that names TPLF as additionally insured, if applicable. Please discuss insurance requirements with a TPLF staff member upon submission of event application.

Submission of Funds

All funds raised must be forwarded to Toronto Public Library Foundation within 90 days after your event.

Use of TPLF Logo

Toronto Public Library Foundation logo is a registered trademark. All uses of the Foundation logo must be approved by a Foundation staff member. Ensure all event materials are pre-approved by TPLF.

Reference

If this is your first time planning a fundraiser for TPLF, please list a personal reference that we may contact.

Reference Name:

Daytime Phone:

Comments

Signature of Applicant:

Date:

Please return completed and signed form to:

Toronto Public Library Foundation

789 Yonge Street

Toronto, ON M4W 2G8

Phone: 416-393-7123 • **Fax:** 416-397-5999

Email: foundation@torontopubliclibrary.ca • Website: www.tplfoundation.ca

Thank you! Your support is greatly appreciated!



Toronto's Library. Absolutely Vital.

For Foundation use only

Approved by:

Date:

Notes: