



Support, every step of the way

Third Party Application Form

Completed By: (staff member's name)	
Date Application was Submitted:	
Name of Individual, Business, Church etc. proposing the event:	
Mailing Address	
Home #	
Business #	
Fax #	
Email/Website	
Briefly describe your organization:	
Type/Name of event:	
Proposed date and time:	
Location of the event:	
Describe the event in terms of its objectives, participants and target audience:	
How will the funds be raised:	
Is there a particular program you would like to raise the funds for?	



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Will there be any sponsors, partners, and suppliers? What is their role?	
How do you plan to promote the event? (ex. brochures, Flyers, TV, radio, print etc.)	
How will Wesley Urban Ministries' staff be expected to help with promotion of the event?	
Proposed budget?	
Expected Revenue	
Estimated Expenses	
Types of permits, licenses?	
Would you like a representative from Wesley Urban Ministries at the event? If so, in what role? (ex. speaking, greeting, with a display)	

Resource Development Staff

Signature _____

Date: _____

Third Party Event Signature: _____

Date: _____