



Event Notification Form

(Due 30 days prior to event)

Submission Date:

Submit to: dianelint@chisholm-trail.org

* Invitations and advertising materials distributed by the Fund must include the dollar (\$) value of goods and/or services received by the contributor (i.e. "the value of goods and services received is \$40 per ticket.")

* Raffles, auctions and bingo are not allowed under the CTCF EIN.

* You may be required to obtain Special Event Insurance. This is at your cost. In this case, a certificate of liability insurance must be submitted to CTCF at least 2 weeks prior to event date. To learn more about event-related insurance contact your local insurance agent.

Event Details:

Fund Name:

Fund Number:

Location/Venue:

Event Name:

Event Date:

Estimated Revenue*:

Estimated # of attendees:

* **Best Practices:** Expenses not to exceed 35% of event revenue

√ **All Applicable:**

Alcohol will be served

Attached is **proof of Event and Host Liquor Liability Insurance** naming CTCF as an Additional Insured.

Sports Activities Description:

Rides/Amusement Description:

Concert Music Type:

Fireworks/Pyrotech Description:

Fund Advisor Name:

Fund Advisor Signature

Contact Diane Lint at dianelint@chisholm-trail.org or (512) 863-4186 with any questions. Thank you!