



# Special Event Beneficiary Application

**An application to host a beneficiary event with the Pearce Family Foundation MUST be submitted 90 days prior to the date of your fundraising event.**

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## Event Organizer Details

Today's Date: \_\_\_\_\_

Who is Organizing the event?  Individual  Group/Organization  Company

Name of Individual/Group/Company Planning Event: \_\_\_\_\_

Name of Event Organizer: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Instagram Handle: \_\_\_\_\_ Facebook Page: \_\_\_\_\_

Twitter Handle: \_\_\_\_\_

Briefly Describe why you want to host a beneficiary event for the Pearce Family Foundation:

\_\_\_\_\_  
\_\_\_\_\_

Are there other beneficiaries besides PFF?  Yes  No If "yes": \_\_\_\_\_

Have you or your company hosted this event before? Yes  No

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## Event Details

Name of Proposed Event: \_\_\_\_\_

Event Website/Facebook Page: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Event Address: \_\_\_\_\_

Briefly Describe your Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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What is your anticipated net revenue (to be donated to PFF)?: \_\_\_\_\_

Does your event have a planning committee?  Yes  No

Does your event require a city or state license?  No  Unsure  Yes

The event is:  Open to the Public  By invitation only  Ticket price: \$ \_\_\_\_\_

If applicable does your company plan to match the amount raised?  No  Yes

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## Marketing/Promoting

How will the event be publicized? \_\_\_\_\_

Briefly describe how the event will raise funds (ticket sales, pledges, sponsorship, auction, raffle): \_\_\_\_\_

Please list any sponsors tied to this event (corporate, media partners, etc.) \_\_\_\_\_

Will you need to use the foundation's graphic designer to design invite?  Yes  No

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The Foundation maintains the right to decline events as an important safeguard in preserving the integrity of the name and reputation of the Pearce Family Foundation (PFF) , as well as our commitment to our donors.

Please read through the next page carefully and initial each box to indicate you accept and understand the policies and procedures set for by PFF.



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Upon approval of your application the event host/organization assumes ALL risks and liabilities associated with the event and hereby release and hold harmless PFF entities, their directors, employees, officers, and interns from and against any and all claims, damages, liabilities, costs, and expenses, including reasonable attorney's fees arising out of or in connection with the event, including without limitation any personal injuries or damages to property that may occur in conjunction with your proposal

It is agreed that the event host/organization will notify PFF of any changes once the application has been approved. **PFF reserves the right to withdraw as a beneficiary of the event at any time.**

Use of the name "Pearce Family Foundation" and logo will be sent to organizer once event has been approved.

All printed and electronic collateral, advertising or social media posts using the PFF logo MUST be approved by PFF in advance of production. (This includes invitations, posters, flyers, press releases, shirt designs etc.)

In order to provide your donors with important information concerning their contribution, we ask that all promotional material clearly states the percentage of proceeds (from gross or net) and/or portion of the ticket price will benefit PFF.

The event host/organization is responsible for obtaining any necessary permits or clearances required by the government. **Please note, most permits/clearances require 60-day in advance.**

The event organizer must obtain appropriate insurance coverage, if necessary

It is agreed that publicity for your event may not imply sponsorship of any kid by PFF. Additionally Pearce Family Foundation may not be used when naming your event. For example, "Pearce Family Foundation Gala" is not acceptable. Instead the event should be promoted as "A Gala to benefit the Pearce Family Foundation"

PFF cannot provide funding or reimbursement for event expenses

There must not be use of PFF Angels Around Us or Angel Dog families, including but not limited to photographs, videos, or interviews with children and family without prior approval.

The foundation staff is not required to attend the event



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The Pearce Family Foundation exists to provide needed financial assistance to families at the home who have a child suffering from a chronic or life threatening illness.

In order to continue helping families at the home we rely on events and companies to support us throughout the year, so thank you for your interest.

It is agreed that the event host/organization is responsible for providing attendees and cannot rely solely on PFF and our donors. We will do everything we can to promote the event but it is up to the event host to make the event a success.

We will notify you within a week of submitting application whether you have been approved or not.

Date: \_\_\_\_\_

Signature of Event Host/Organization: \_\_\_\_\_

Please email application to the Director of Special Events;

Kylie Ray– kray@pffarizona.com

Approved: Yes   No

Signature of Director of Special Events: \_\_\_\_\_

Date: \_\_\_\_\_