

***Application to Conduct a Special Event, Benefit, or Promotion***  
**To benefit the San Francisco Bay Area Affiliate of Susan G. Komen for the Cure**

Affiliate Name: San Francisco Bay Area of Susan G. Komen for the Cure

Date of Application: \_\_\_\_\_

Organization or Group: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Description of Proposed Event:

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

Date/Time/Location: \_\_\_\_\_ Rain date (if an event): \_\_\_\_\_

How will you generate money?

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

Potential Sponsors/Underwriters:

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

Budget Information: (Please attach details)

Projected Income: \_\_\_\_\_

Projected Expenses: \_\_\_\_\_

Projected Donation: \_\_\_\_\_

Publicity/Promotion: (Please list all areas, i.e. brochures, radio, print ads, television, etc.)

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Insurance: (Copies of necessary insurance with Komen listed as additional insured must be submitted to the Komen San Francisco Bay Area Affiliate 30 days prior to the event)

Company: \_\_\_\_\_

Type and Amount: \_\_\_\_\_

*Please note: If a sporting event, copy of participant waiver must be submitted 30 days prior to event.*

Will other charitable organizations benefit? If so, please name and describe extent.

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Assistance needed from the Komen Affiliate:

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*Applicant has read the attached Guidelines for Conducting Special Events, Benefits or Promotions to Benefit the Komen San Francisco Bay Area Affiliate and agrees to abide by them. Applicant understands that approval must be granted by the Komen San Francisco Bay Area Affiliate and a Letter of Agreement must be executed by the parties before Applicant can plan or promote the proposed event. The San Francisco Bay Area Affiliate of Susan G. Komen for the Cure shall not be liable to any vendor or other third party for any fees, costs, or payments of any kind associated with the event, and Applicant agrees to indemnify and hold harmless the Komen San Francisco Bay Area Affiliate against any such claims by third parties or vendors for said fees, costs, or payments.*

Applicant Signature:

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Please read the attached guidelines before completing this application.

Once completed, send the application to:

**Komen San Francisco, 26 O'Farrell St. Ste. 900, San Francisco, CA 94108**

Or you may fax the application form to 415-397-8817 or e-mail [admin@komensf.org](mailto:admin@komensf.org)  
If you have any questions about the guidelines or application please call 415-397-8812.