

Third Party Event Registration Form

O'Hana Heritage Foundation will soon be breaking ground to build the respite home for medically fragile children where the children and family members will be able to spend time resting and receiving support in a very special place.

The support and involvement of the community is critical to our fundraising activities and the services we provide. Your help in supporting this beautiful and peaceful home is greatly appreciated.

Please print and mail the below form to:
O'Hana Heritage Foundation Inc.
P.O. Box 186
South Bend , IN 46624

Guidelines

1. Event Information Form must be **completed and returned** to O'Hana Heritage Foundation at least three months prior to your event.
2. All lotteries/raffles/draws must **comply with state regulations** regarding Lottery Licenses or other permits.
3. O'Hana Heritage must **approve** all event/promotional materials including the use of O'Hana's logo/name prior to print production.

Event Contact Information:

Name/Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Event Information

Event Name: _____

Event Date: _____

Event Location: _____

Event

Description: _____

Event Proceeds Goal: _____

Event Partners (Will you _____)

be including other charities?) _____

Event Special Guests (Will _____

Celebrities/VIPs be attending your _____

Event?) _____

Will a professional auctioneer,
collector, or memorabilia agency YES _____ NO _____
be involved with your event?

Expectations of O'Hana Heritage Foundation

Pictures/Posters: _____

Printed Materials: _____ Quantity Required: _____

Date when materials will be needed: _____ (We will need three week notice
for materials)

Comments:

Frequently Asked Questions:

1. Will I receive a tax receipt? Tax receipts cannot be issued for event proceeds or for items purchased, e.g.: merchandise or silent auction items.
2. Will members of the O'Hana Heritage Foundation attend my event? We would be pleased to have a representative of O'Hana's attend your event with three month notice. .
3. Can we use O'Hana's logo on promotional materials? Yes, you can use the logo **after** approval by O'Hana Heritage Foundation of those materials. With advance notice of arrival of the material, approval will be offered within 7 days.