



DO-IT-YOURSELF (DIY) EVENT REGISTRATION

Thank you for organizing a fundraising event to benefit The Cancer Support Center; your participation is vital to our success. We appreciate your commitment and involvement.

What is a Do-It-Yourself Event (DIY)?

Organizing a DIY means that you/your group will be taking responsibility for the planning, execution and staffing of an event whose proceeds will be donated to The Cancer Support Center.

The Cancer Support Center can provide you with the following:

- Already published materials describing our programs and services, ie. flyers, brochures, calendars;
- The CSC logo (*please note: The CSC reserves the right to approve events to remain consistent with our mission, vision and guiding principles. Approval of event materials using our logo is required.*).
- An ambassador or staff member to represent The CSC at your event.

The Cancer Support Center can help you promote your event by:

- Posting a link to your event or description of it on our Facebook page;
- Posting flyers that you create in both CSC locations; and
- Listing your event in our “Upcoming Events” tab on our website.

As the DIY Organizer, please:

- Abide by the mission, vision and guiding principles of The Cancer Support Center.
- Complete the registration form and return to CSC.
- Provide a list of all donors and their contact information if they require a tax receipt or gave \$250 or greater (*these are IRS requirements*).
- Provide a copy or PDF of all material that will contain the CSC logo for approval prior to event.
- Notify CSC of desire to have a staff/volunteer representative at the event. One will be provided **if available**.
- Make sure that everyone involved in your event- committee members, volunteers, vendors, donors, etc., understands the cause/organization that you are supporting. This will make for a more successful event and ensure that you reach your goal.
- Provide everyone involved in your event the opportunity to sign-up for our mailing list.
- Forward event photos and all proceeds to CSC within 30 days of the event.

Questions? Call Paula Pate at 708/798-9171 or email ppate@cancersupportcenter.org.





DIY FUNDRAISING EVENT INFORMATION

CONTACT INFORMATION

Contact Person: Organization:
Address: City: Zip:
Phone: Email: Fax:
How you became involved/interested in CSC:

List others involved in organizing event/committee members:

Name: Phone:
Name: Phone:

EVENT INFORMATION

Event Name:
Event Date: Event Time: Rain Date:
Event Location and Address:
Description of Event:
How do you expect to raise funds? (i.e., ticket sales, silent auction, etc.):

What is your estimated gross revenue: \$ What portion will CSC receive:
What are your projected expenses: \$
Expected attendance: Number of tickets available:
Has this event taken place before: Yes / No If yes, when?
Do you expect this event to be: Ongoing / Annual / One-time Event
How will the event be advertised/promoted:

Signature of Organizer Date:
Name (printed):

Questions? Call or email Paula Pate at 708/798-9171 or ppate@cancersupportcenter.org.

Please mail or fax this form and any donations to our Administrative Offices at:

The Cancer Support Center
2028 Elm Road
Homewood, IL 60430
Ph: 708/798-9171 Fax: 708/798-0052

