



Austin  
Community  
Foundation

**Event Request Form**

**(to be submitted on the 15<sup>th</sup> of the month prior to the quarter the event will be held in)**

Name of Fund:

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Event Name and description:

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Event Date:

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Sponsorship Levels and Ticket Pricing (include breakout of Tax Deductible and Non Deductible Amounts):

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\_\_\_\_\_ Check here if you would like a webpage link to attach to your website for ticket and sponsorship "sales" (Charge of \$50 will be applied to your Fund upon your approval of the page)

\_\_\_\_\_ Check here if you would like to borrow our credit card machine to use at your event

Raffles are not allowed.

Proof of Event Insurance and Host Liquor Liability Insurance (if alcohol will be served) showing ACF as an additional insured

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**\*\*Please include a copy of the draft of the invitation\*\***

*Best Practices is to have the proceeds of event be at least 50%*