



Fundraising Event Registration Form

*Thank you for your interest in hosting a community fundraising event to benefit University Hospitals.
For 150 years, the dedication of friends and supporters, like you, has helped to sustain and advance the UH mission -
To Heal. To Teach. To Discover.*

To register your event, please complete this form and submit to **Carol Grabner at Carol.Grabner@UHhospitals.org** or fax to 216-983-2201. **Form should be submitted at least 8 weeks prior to your event.**

Contact Information

Event Contact Name:

Street Address:

City: State: Zip:

Phone: Email:

Name of Organization Affiliated with the event (if applicable): Is this a 501(c)(3) organization?

Please list the names of any UH staff with whom you are affiliated:

Event Information

Event Name:

Event Date(s): Start Time: End Time:

Event Location (venue name & address):

Event Website:

Event Social Media Address(es):

Event Description (for Community Event Calendar Listing on UHgiving.org):

Target Audience:

Is this a new event? If no, when was the event last held?

What inspired this event?
Tell us your story!

Financial Information

Estimated gross revenue (ie. tickets, sponsorships, donations, etc.): Estimated Expenses (ie. rental fees, catering, printing, supplies, etc.)

Anticipated Donation (revenue minus expenses):

Designation of event proceeds (donations will support the area of greatest need within your chosen entity unless otherwise specified):
 University Hospitals
 UH Rainbow Babies & Children's
 UH Seidman Cancer Center
 Other (please specify)

If another charitable organization will also benefit, please specify:

Will admission be charged? If yes, how much? Will credit cards be accepted?

Will you set up a benevolent account? If yes, at which bank?

Please list any businesses that you plan to solicit for a gift, if valued at \$5,000 or more:

If the event that I wish to coordinate is approved by University Hospitals, I _____ agree to abide by UH's community event fundraising guidelines, as detailed in the Community Fundraising Events Guidebook. It is also agreed that funds raised from the event will be remitted to University Hospitals within 60 days following the event or within alternative, mutually agreed upon terms.

Submitted by:

Event Organizer (Please Print)

Event Organizer Signature & Date

Approved By:

UH Representative Name & Title (Please Print)

UH Representative Signature & Date