**SPARK EVENT DESCRIPTION**

**Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Name of Event:
2. Sponsoring Non-Profit and Contact Information:

Non-Profit:

Contact:

Address:

Phone:

Email:

1. Please attach any Flyers or Materials about the Non-Profit and the Event:
2. Date of Event:



1. Duration of Event, numbers of hours and Start and End Times:

Number of Hours:

Start Time:

End Time:

1. Briefly Describe Event: (e.g. We will participate in the annual Keep Indianapolis Beautiful day and adopt an ¼ mile radius to help pick up trash. We will recruit residents and employees to come and participate in the event. We will invite vendors to sponsor event and host a cookout after the trash pickup. We will also give a brief presentation to recap ReV-UP & promote the Rev-Up for the rest of the year. )
2. Location of Event:

Facility

Address

City

1. List all Other Cooperating Organizations (i.e. vendors, other non-profits, agencies and Their Roles:

|  |  |
| --- | --- |
| Name | Role |
|  |  |
|  |  |
|  |  |

1. Describe Any Incentives for the Residents: (e.g. rent concessions, gift cards, raffle tickets to win prizes, etc.):
2. Describe Requirements for Residents to Receive Incentives: (e.g. must participate at least 3-hours during the Spark Event):
3. List the Breakdown of Budget Costs for Actual Cash Outlays:

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Cost per Unit | # of Units | $ Extension |
|  |  |  |  |
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1. List all Donated goods/services (from whom, what type, value):

|  |  |  |
| --- | --- | --- |
| From | Type | Estimated Value |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Describe Any Other Provisions for the Event and Who is Supplying:
2. Expected Number of Participants:
	1. Residents: \_\_\_\_\_
	2. Employees: \_\_\_\_
	3. Non-Residents: \_\_\_\_
	4. Other Dignitaries (please list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Marketing & Promotion: (e.g. flyers, newsletters, Resident meetings, etc.)
4. Briefly Explain How Spark Event will Also Achieve these Objectives, where applicable (e.g. a workshop is given prior to event to educate residents about volunteerism, information booths by various non-profits during post-event party to provide information, a demonstration by a non-profit during the event, etc.):
	1. Recr

Education:

Recreation:

* 1. Ed

Health/Wellness:

* 1. Health/

Other: (e.g. invite ReV-UP volunteers to share their stories of volunteerism on video, etc.):

Community Outreach:

Safety:

1. List key dates, deadlines and milestones:

|  |  |
| --- | --- |
| Key Milestones | Date |
|  |  |
|  |  |
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1. Other Comments: