



## Third-Party Fundraiser Application

Application Instructions: Please fill out and send the completed application to Fundraising@museumofsouthernmusic.com. Please allow 7-14 business days for a response. Please note that use of our logo and all promotional materials (flyers, press releases, marketing collateral, etc.) must be reviewed and approved in advance by the Southern Museum of Music Executive Board.

### EVENT ORGANIZER INFORMATION:

Name of Contact:

Date:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Name of Organization or Company (if applicable):

Address:

City:

State:

Zip:

Is your organization a nonprofit 501(c)(3)  Yes  No

### EVENT DETAILS:

Name of Event:

Projected attendance:

Event Date:

Open to the public  By Invitation  Ticket Price (if applicable): \$:

Brief description of event:

Location Name:

Address:

City:

State:

Zip:

Event Date:



## Third-Party Fundraiser Application

Is this, or will this be, an annual event benefiting the Museum?  Yes  No  Maybe

Are there other beneficiaries of this event?  Yes  No

If yes, name of other organizations:

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Percentage (%) to be given or guaranteed donation:

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Describe how funds will be raised:

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**Will you have the following at your event** (mark all that apply):

Auction  Raffle  In-Kind (crafts, goods, services)

Does your event have sponsors (corporate, media, etc):

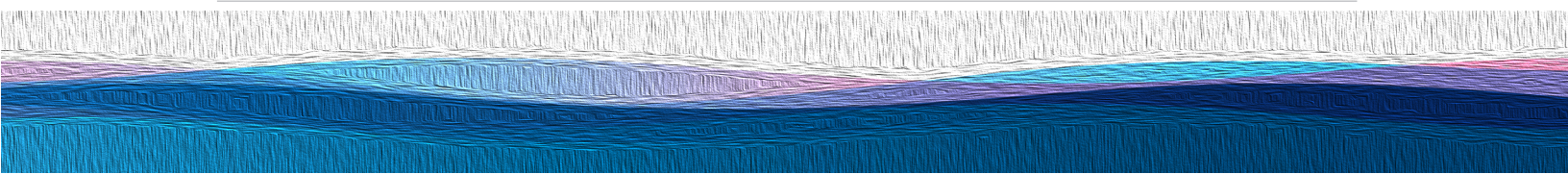
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Does the event require a permit? \*  Yes  No

Does the event require insurance? \*  Yes  No

indemnify you or any party involved in your event for any damage, expense, or other costs arising or in any manner related to your event. The Southern Museum of Music and all related entities are not liable for any injuries sustained by event volunteers or participants related to your event and cannot assume any type of liability for your event.

*\*If you answered yes to either/both of these, please include a copy of the document(s) two weeks prior to the event.*





# Third-Party Fundraiser Application

## Financial Overview:

- Budget estimate (*Organization/Individual not liable for amount listed*):
- Food / Beverage \$ \_\_\_\_\_
- Venue \$ \_\_\_\_\_
- Entertainment \$ \_\_\_\_\_
- Permit / Insurance fees \$ \_\_\_\_\_
- Printing \$ \_\_\_\_\_
- Supplies \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_
- ANTICIPATED EXPENSES \$ \_\_\_\_\_
- ANTICIPATED GROSS REVENUE \$ \_\_\_\_\_
- ANTICIPATED NET REVENUE \$ \_\_\_\_\_

(Amount submitted to the museum)

(To get the net revenue, subtract gross revenue minus expenses)

Please indicate the date the funds can be expected by organization:

**(Funds (LESS ADVANCE PAID GUARANTEE) must be received within 30 days of the event)**

I specifically agree to all the terms and conditions contained in the "Policies and Procedures for Third-Party Fundraisers" attached to and made a part of this application. I understand that my event is not considered an approved event until written approval of my application is received from the Southern Museum of Music's Executive Board. No amendment, modification, or waiver of any of the terms and conditions contained in this document and the "Policies and Procedures for Third-Party Fundraisers" shall be valid unless in writing.

At no time will Southern Museum of Music, or any representative of Southern Museum of Music Inc., be responsible for the cost or staffing of my event, nor will they be liable for personal injuries or damages to property which may occur during my event. I agree to indemnify and hold harmless Southern Museum of Music Inc. and their employees, agents, and representatives from any and every claim, demand, suit, and payment related to or caused by my event.

Event Organizer's Signature:

Date:

### Online Donations

Fill out a simple and secure online form to donate.



### Donate Using PayPal

Make a secure donation using PayPal.

### Donate by Phone

Call 404-627-4734 to make a credit card donation over the phone.

### Donate by Mail

*( Please send a check to )*

Post Office Box 3146 | Atlanta, GA 30312



## Questions & Answers

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### Once I apply, how long do I have to wait to find out if my event is approved?

Upon submission of your application, please allow 7 - 14 business days for a response. Please be as specific as possible on the application to help expedite the review process.

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### Can I use the Southern Museum of Music name?

When using the Southern Museum of Music name for your event, you should state "... benefiting the Southern Museum of Music," i.e. "Concert benefiting the Southern Museum of Music."

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### Can I use the the Southern Museum of Music logo?

Upon approval, you may use our logo on any collateral (website, flyer, banner, etc.) that you create for your event. Once your event is approved, you will be sent the official logo.

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### Will someone from the Southern Museum of Music be present at my event?

Because of the large demand on the Executive Board of Directors schedules, we cannot guarantee someone will be available to attend and represent the organization. However, each event is considered on a case-by-case basis.

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### How do I ensure all of my donors will receive a tax receipt or participation thank you letter?

All individual checks made payable to Southern Museum of Music will receive a tax receipt in accordance with the IRS standards and a participation thank you letter. If checks are not made payable to "Southern Museum of Music," you can submit the Participant Tracking Spreadsheet for your donors to receive a participation thank you letter rather than a tax receipt.

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### Do I need to be a nonprofit 501(c)(3) organization to host an event?

No, anyone can host a fundraising event! If you are currently with an organization that claims 501(c)(3) status and people make checks out to your organization, we cannot give them tax receipts. We are happy to send participant thank you letters specific to your event.

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### Will the Museum of Southern Music reimburse me for expenses?

The Museum of Southern Music does not fund or financially support third-party events. We ask that you keep costs to 50% to ensure your donors' money will go towards supporting the museum

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### How do I forward the proceeds raised at the event?

#### Online Donations

Fill out a simple and secure online form to donate.



#### Donate Using PayPal

Make a secure donation using PayPal.

#### Donate by Phone

Call 404-627-4734 to make a credit card donation over the phone.

#### Matching Gifts

Your company may have a matching gift program that could double or even triple your donation. Check with your HR department or office manager for forms and/or additional information.

#### Donate by Mail *( Please send a check to )*

Post Office Box 3146  
Atlanta, Georgia 30312

*If you have time, jot us a note with your check.  
We really like to hear from you!*