



Event Questionnaire

Thank you for hosting a special on behalf of The Karen Wellington Foundation for LIVING with Breast Cancer. Please return this form and any other information pertaining to your event (such as fliers or social media announcements). The more we know, the more we can support you on our website and social media outlets.

Name of Company/Individual/Organization: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Email: _____

EVENT INFO

Date of Event: _____

Time: _____

Location: _____

Type of event: _____

fundraiser, awareness, walkathon, lemonade sale, block party

Expected attendance: _____

Description of event: _____

If this is a fundraising event, specifically how will you be raising funds and what is your fundraising goal?

Will you need copies of logos or other information from KWF for your event? Y / N

Do you need assistance at the time of your event from KWF Staff or Volunteers? Y / N

Thank you very much. For more information about the Karen Wellington Foundation, please visit our website www.karenwellingtonfoundation.org and refer to our "Tips for a Successful Event".



Tips for a Successful Event

Thank you for hosting an event for The Karen Wellington Foundation for LIVING with Breast Cancer. In an effort to ensure your event is a success, please see the tips below.

- Plan Early
- Know your budget
- Determine your audience
- Recruit volunteers and get others involved
- Visit the KWF website for information on the foundation beforehand www.karenwellingtonfoundation.org
- Set a list of goals
- Create a timeline
- Let KWF know if you need any promotional material for your event. Please ask us for use of our logo and use it consistently.
- Create a marketing campaign or social media campaign to advertise your event. Please let us know if you would like help in advertising your event on our facebook page.
- Please take lots of photos of the event and send them to Angeline Wellington at: angeline.wellington@karenwellingtonfoundation.org. We'd like to share on Social Media.
- Examples of past events: bake sales, pink days, pink socks for sports teams, fashion show, golf outing, casino night, date auction, logowear (if event is out of the state of Ohio, please contact KWF for more information on this), car wash, pink bracelet sales
- Have FUN!

Lastly, please follow-up with your event to KWF and send any monies collected within a week to the contact on Questionnaire Form. Send checks payable to:

The Karen Wellington Foundation for LIVING with Breast Cancer PO Box 54271 Cincinnati, Ohio 45255