



**Organic Acidemia
Association**

www.oaanews.org

13210 35th Avenue North
Plymouth, MN 55441

FUNDRAISER REGISTRATION FORM

Should you wish to hold an event to benefit OAA's Research Funds, please complete this form and the attached estimated budget and return for approval.

Contact Name: _____

Phone: _____ Fax: _____ E-mail: _____

Event Name: _____

Describe Event: _____

Which Research Fund do you wish to support? MMA _____ PA _____ IVA _____

Event Date: _____ Rain Date (if applicable): _____

Event Hours: _____ Event Location: _____

Projected Attendance: _____ Is the event open to the public? YES NO

Estimated Cost of Event (as determined by attached est. budget): _____

Fundraising Goal: _____

Sponsors: _____

Your signature: _____ Date: _____

FOR OFFICE USE ONLY: APPROVED DENIED

Staff Signature: _____ Date: _____

ESTIMATED BUDGET

Please complete this form to the best of your ability. Only fill out the information which pertains to your event (place an X in the column marked 'Does this pertain to my event?').

INCOME:

ITEM	PRICE PER ITEM	ESTIMATED NUMBER OF ITEMS	INCOME	DOES THIS PERTAIN TO MY EVENT?
Ticket Sales*				
Raffle Sales				
Auction Profit				
T-shirt/Product Sales				
Food/Beverage Sales				
Sponsors				
Tribute Book				
Other (please list)				
			TOTAL:	

***A good rule of thumb is to double the price of food for ticket sales (ex. If the food costs \$50/person, tickets should cost \$100/person.)**

COSTS:

ITEM	PRICE PER ITEM	ESTIMATED NUMBER OF ITEMS	COST/VALUE IF DONATED	DOES THIS PERTAIN TO MY EVENT?
Contract Fees (venue)				
Equipment Rental (tables, chairs, etc.)				
Food/Beverage (am I serving a meal?)				
Photographer				
Tax (is OAA tax exempt in my state?)				
Gratuities				
General Supplies (paper goods, holders for auction items, etc.)				
Prizes				
Printing/Publicity (flyers, invitations, thank you notes, tickets, sponsor packets, etc.)				
Decorations (flowers, balloons, centerpieces, etc.)				
Entertainment (DJ, etc.)				
Postage				
Sponsor Signage				
Permits/Licenses				
Insurance				
Other (please list)				
			TOTAL:	

QUESTIONS TO ASK YOURSELF:

Am I making a profit? YES NO

What can I do to reduce my costs and increase my profit? _____

Do I require any licenses or permits (i.e. raffle, casino night, etc.)? YES NO

How many people do I anticipate will be on my event committee? _____

Am I going to purchase insurance for this event (i.e. for a hole in one prize of a car for a golf event)?

YES NO