Thank you for organising an event or activity to support the RCH Auxiliaries.

Please complete the form below, attach accompanying images and documentation, and return to [auxiliaries.office@rch.org.au](mailto:auxiliaries.office@rch.org.au) **no later than six weeks prior to your event**.

If you would like the RCH Foundation Communications team to promote your event with listings on the **RCH Foundation website**, within the **Auxiliaries Digest**, and **Twitter**, please follow the criteria listed below:

* Your event must be a fundraiser for the RCH
* Your event must be open to the public, not invite only
* You must complete all fields in the table below
* Event invitations, posters, flyers and any high resolution logos, and images must be submitted with this form

If you have any queries, please contact the Auxiliaries Office on 03 9345 5188.

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| **YOUR DETAILS** | | | | | | | | | | | | | |
| Auxiliary name | | | | |  | | | | | | | | |
| Your name | | | | |  | | | | | | | | |
| Mobile and/or daytime phone | | | | |  | | | | | | | | |
| Email address | | | | |  | | | | | | | | |
| **EVENT/ACTIVITY DETAILS** | | | | | | | | | | | | | |
| Is this event open to the public or invitation only? | | | | |  | | | | | | | | |
| Has this event taken place before? If so, when? | | | | |  | | | | | | | | |
| Event/activity name | | | | |  | | | | | | | | |
| Start date/time | | | | |  | | | | | | | | |
| End date/time | | | | |  | | | | | | | | |
| Venue name/address | | | | |  | | | | | | | | |
| Ticket price/entry fee | | | | |  | | | | | | | | |
| RSVP details (online or phone bookings?) | | | | |  | | | | | | | | |
| More information (website or contact person?) | | | | |  | | | | | | | | |
| **FUNDRAISING OPPORTUNITIES**  Please place an X beside the fundraising activities you intend host | | | | | | | | | | | | | |
| Ticket price or entry fee and/or online ticket sales | | |  | Raffle | |  | Silent auction | | | |  | Live auction |  |
| Lucky dip | | |  | Door prize | |  | Business card draw | | | |  | Sale of Auxiliaries merchandise |  |
| Other |  | | | | | | | | | | | | |
| **AWARENESS RAISING OPPORTUNITIES**  Please indicate any awareness raising opportunities, at your event/activity | | | | | | | | | | | | | |
| Display of Auxiliaries’ marketing collateral (brochures, postcards etc. supplied by the Auxiliaries Office) | | | | | | | | |  | | | | |
| Speaker from your Auxiliary, the Auxiliaries Executive Committee, the RCH Foundation or the RCH | | | | | | | | |  | | | | |
| Other |  | | | | | | | | | | | | |
| **DESCRIBE YOUR EVENT**  This information will be used by the RCH Foundation Communications team to promote your event. Some questions to answer when describing your event:   * What visitors can expect from your event – is it a luncheon, is there a silent auction, etc.? * What is the ‘feeling’ of your event – will it be fun, glamorous, family-friendly, etc.? * Who is the ideal audience – is your event perfect for grandparents, families, kids only, business people? * What your event is raising funds for – is it for your Auxiliary in general, or for a specific project/cause? * Have you planned entertainment – will there be an MC, guest speaker(s), a band, etc. at your event? | | | | | | | | | | | | | |
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| **SIGNED FOR/ON BEHALF OF THE AUXILIARY** | | | | | | | | **SIGNED FOR/ON BEHALF OF THE RCH AUXILIARIES OFFICE** | | | | | |
| Name | |  | | | | | | Name | |  | | | |
| Signature | |  | | | | | | Signature | |  | | | |
| Date | |  | | | | | | Date | |  | | | |