

**Fundraising Event Registration Form**

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| We're delighted that you're organising an event in aid of Sobell House. Thank you so much for your support! Please read through our “Fundraising Guidance for Event Organisers” document, and then complete this form to tell us about your event. This form can be filled in digitally; type your answers in the boxes below, save it and email it back to us.  If you’ve got any questions, please contact our Community Fundraiser, Niki, by calling 01865 857007 or emailing [mail@sobellhospice.org](mailto:mail@sobellhospice.org). | | | |
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| **Tell us about your event** | | | |
| **Event name:** | Click or tap here to enter the name of your event. | | |
| **Event description:** |  | | |
|  |  | | |
| **Event address:** | Enter the address, including postcode, of where your event will be held. | | |
| **Event start date:** | Enter the start date. | **Event starts at:** |  |
| **Event end date:** | Enter the finishing date. | **Event ends at:** | Enter the end time. |
| **Please select this box to confirm that you have read through our “Fundraising Guidance for Event Organisers” sheet.** | | |  |
| **Do you have a fundraising page set up? If so, please can you include the URL address:** |  | | |
| **Signature of organiser:** | A typed signature is acceptable. | | |
| **Organiser name in full:** |  | | |

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| **How can we help?** | | | | | | | | | | | | |
| ***Use this section to let us know what you’d like from us. If there’s anything else that you’d like help with, please get in touch using the contact information at the top of this form.*** | | | | | | | | | | | | |
| Would you like a letter of authority from us to confirm that we’re aware of your event? | | | | | | Yes | |  | | | No |  |
| Would you like to invite a representative from Sobell House to your event? | | | | | | Yes | |  | | | No |  |
| *Please note that whilst we try to attend as many community events as we can, this is dependent on volunteer availability and we cannot guarantee that we’ll be able to attend.* | | | | | | | | | | | | |
| Would you like collecting buckets or cans? | | | | | | Yes | |  | | | No |  |
| **If yes, how many buckets would you like?** | | | | | | | | | | |  | |
| **If yes, how many cans would you like?** | | | | | | | | | | |  | |
| **Would you like any Sobell House balloons?** | | | | | | Yes | |  | | | No |  |
| **Would you like any printed materials about Sobell House, such as flyers?** | | | | | | Yes | |  | | | No |  |
| ***You can pick up any fundraising equipment from our charity office on the Churchill Hospital site. If you would prefer we delivered them to you, please let us know.*** | | | | | | | | | | | | |
| **Publicising your event** | | | | | | | | | | | | |
| ***We’re happy to publicise community events that are held in aid of Sobell House, and open to the public. If you don’t want us to advertise your event, skip this section. If you would like us to advertise your event, please fill out this section as fully as possible, so that we know how to direct enquires about your event.*** | | | | | | | | | | | | |
| Contact name for the event: | |  | | | | | | | | | | |
| Contact telephone number  for the event: | | Enter a contact telephone number for the event. | | | | | | | | | | |
| Contact email for the event: | | Enter a contact email for the event. | | | | | | | | | | |
| Link to further information about the event: | | Copy and paste a URL to a webpage with further information about the event. | | | | | | | | | | |
| Is your event ticketed? | | | | | | Yes | |  | | | No |  |
| **If you are selling tickets or charging an entry fee for your event, please check “yes”.** | | | | | | | | | | | | |
| Is there anything further that it would be useful to tell us so that we can effectively promote your event? | | For example, let us know if there is a deadline for buying tickets. | | | | | | | | | | |
| Please check this box to confirm that you’re happy for us to publish the information you’ve given us about your event. | | | | | | | | | |  | | |
| **Tell us about you** | | | | | | | | | | | | |
| Title: |  | | | | | | | | | | | |
| First name: |  | | | | | | | | | | | |
| Surname: |  | | | | | | | | | | | |
| Date of birth: |  | | | | | | | | | | | |
| Telephone number: |  | | | | | | | | | | | |
| Email address: |  | | | | | | | | | | | |
| Postal Address: |  | | | | | | | | | | | |
| Why have you decided to support Sobell House? |  | | | | | | | | | | | |
| Are you happy for us to contact you to let you know how your support is making a difference, and about our fundraising initiatives? | | | | | | | | | | | | |
| By post | | | **Yes** |  | **No** | |  | |  | | | | |
| By email | | | **Yes** |  | **No** | |  | |  | | | | |
| By telephone | | | **Yes** |  | **No** | |  | |  | | | | |
| By SMS | | | **Yes** |  | **No** | |  | |  | | | | |
| **We promise to keep your details safe and only use them in accordance with our privacy policy;** [**www.sobellhouse.org/privacy**](http://www.sobellhouse.org/privacy)**. You can opt out at any time by emailing** [**mail@sobellhospice.org**](mailto:mail@sobellhospice.org)**.** | | | | | | | | | | | | |
| Thank you so much for supporting Sobell House Hospice Charity with your fundraising.  We always love to see photos from fundraising events, so if you take any images on the day, please feel free to send them to us! | | | | | | | | | | | | |

**Thank you for supporting Sobell House**