



SPECIAL EVENTS FREQUENTLY ASKED QUESTIONS

(updated April 2017)

- Q:** I have an idea for a fundraising project for Community Hospice & Palliative Care. Who should I contact?
- A:** Please call Community Hospice & Palliative Care Foundation at 904.886.3883.
- Q:** How much time is needed to hold an event for your organization?
- A:** The amount of planning will vary by event, but typically events should be planned a minimum of three (3) months prior to the event.
- Q:** What do I need to do to get started on the event?
- A:** Once you have a committee and event timeline, please complete the Special Event Application and review and sign the Fundraising Guidelines. Special Event Applications are due no later than six (6) weeks prior to the proposed event.
- Q:** Once I have completed the Special Event Application, can I move forward with the event?
- A:** Until written permission has been granted by Community Hospice & Palliative Care Foundation, contributions may not be solicited in the name of Community Hospice & Palliative Care, Community Hospice & Palliative Care Foundation, Community PedsCare or the Charles M. Neviasser Educational Institute, and the name "Community Hospice & Palliative Care, Community Hospice & Palliative Care Foundation, Community PedsCare, or the Charles M. Neviasser Educational Institute" may not be used for any purpose.
- Q:** How do I request a Community Hospice & Palliative Care representative and/or volunteers to attend our event?
- A:** A representative may be able to attend your fundraising event. Personal appearances by Foundation staff will be handled on a case-by-case basis. We will attempt to respond to your appearance request. Please recognize that the volume of requests may exceed our available staff. Indicate on the application form your request for a representative and please call the Foundation at 904.886.3883 two (2) weeks prior to the event/promotion to confirm.

Q: What items are offered by Community Hospice & Palliative Care to help build awareness for an event?

A: Our Foundation has a limited supply of information sheets and donation envelopes. A Community Hospice & Palliative Care banner (based on availability) can be booked in advance of the event. Please note that it is the organizer's responsibility to return these items to the Foundation immediately after your event.