



Fundraising Event Registration Form

*Thank you for your interest in hosting a community fundraising event to benefit University Hospitals.
For 150 years, the dedication of friends and supporters, like you, has helped to sustain and advance the UH mission -
To Heal. To Teach. To Discover.*

To register your event, please complete this form and submit to Jennifer Davidson at Jennifer.Davidson2@UHhospitals.org or fax to 216-983-2201. **Form should be submitted at least 8 weeks prior to your event.**

Contact Information

Event Contact Name:

Street Address:

City:

State:

Zip:

Phone:

Email:

Name of Organization
Affiliated with the event (if
applicable):

Is this a 501(c)
(3) organization?

Please list the names of
any UH staff with whom
you are affiliated:

Event Information

Event Name:

Event Date(s):

Start
Time:

End
Time:

Event Location (venue
name & address):

Event Website:

Event Social Media
Address(es):

Event Description (for
Community Event
Calendar Listing on
UHgiving.org):

Target Audience:

Is this a new event?

If no, when was the event last held?

What inspired this event?
Tell us your story!

Financial Information

Estimated gross revenue
(ie. tickets, sponsorships,
donations, etc.):

Estimated Expenses (ie.
rental fees, catering,
printing, supplies, etc.)

Anticipated Donation
(revenue minus
expenses):

Designation of event
proceeds (donations will
support the area of
greatest need within your
chosen entity unless
otherwise specified):

University Hospitals
UH Rainbow Babies & Children's
UH Seidman Cancer Center
Other (please specify)

If another charitable
organization will also
benefit, please specify:

Will admission be
charged?

If yes, how much?

Will credit cards
be accepted?

Will you set up a
benevolent account?

If yes, at which bank?

Please list any
businesses that you plan
to solicit for a gift, if
valued at \$5,000 or more:

If the event that I wish to coordinate is approved by University Hospitals, I _____ agree to abide by UH's community event fundraising guidelines, as detailed in the Community Fundraising Events Guidebook. It is also agreed that funds raised from the event will be remitted to University Hospitals within 60 days following the event or within alternative, mutually agreed upon terms.

Submitted by:

Approved By:

Event Organizer (Please Print)

UH Representative Name & Title (Please Print)

Event Organizer Signature & Date

UH Representative Signature & Date