



Event Inquiry Form Yes! I want to raise funds for the Vera Bradley Foundation for Breast Cancer.

Host/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Web site: _____

Type of Business/Organization (check all that apply): Profit Nonprofit Public Private Government Other: _____

Event Details

Event Date: _____ Event Time: _____

Event Location (e.g. school gym, church, private home, etc.): _____

Event Address: _____

City, State, Zip: _____

Type of Event (check all that apply): Party Ceremony Breakfast Luncheon Dinner Cocktail Party Sporting Event Auction Raffle Group Activity Other:

Number expected to be in attendance: _____

Audience Demographics (e.g. females, professionals, retirees): _____

Event theme: _____

Is this a ticketed event?: Yes No If yes, ticket price per person: \$ _____

Is this event open to the public?: Yes No If yes, how will it be publicized?: _____

Planned Budget

Expenses:

Facility: \$ _____

Food and Entertainment: \$ _____

Printing and Promotion: \$ _____

Other: \$ _____

Income:

Ticket Sales: \$ _____

Contributions: \$ _____

Auction: \$ _____

Other: \$ _____

Net = Projected contribution to Vera Bradley Foundation for Breast Cancer: \$ _____

Please note, if you are not a Vera Bradley retailer, your planned contribution as stated above must exceed \$1,000 for the following support to be provided.

I have reviewed the event guidelines and I would like support from the Foundation in the following areas (check all that apply):

- Volunteer List News Release Customized Poster Customized Invitation Discounted Vera Bradley product for my guest Vera Bradley Foundation Speaker/Presentation

➔ Please print and fax to 260-484-2278

We will follow up with you on planning details within one week of receiving this form.

If you have questions, please call Foundation Administrative Assistant Teresa Davis for assistance at (260) 207-5252.