

# Clarehouse®

Living. Loving. Sharing.

**Please complete and return this form at least five weeks prior to proposed event**

Date Form Completed: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Sponsor/Organizer: \_\_\_\_\_

Event Date (s): \_\_\_\_\_ Begin \_\_\_\_\_ End

Event Description: \_\_\_\_\_

\_\_\_\_\_

Event Location: \_\_\_\_\_

Describe how Clarehouse name and logo will be displayed, used and/or advertised:

\_\_\_\_\_

\_\_\_\_\_

What are the expectations of the Clarehouse development staff or other Clarehouse resources?

\_\_\_\_\_

\_\_\_\_\_

What is your fundraising goal for this event? \$ \_\_\_\_\_

What amount do you anticipate donating to Clarehouse? \$ \_\_\_\_\_

Please list/name your connection to Clarehouse \_\_\_\_\_

Official Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ City, State: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Please return this form to the Clarehouse Development Office by mail or email:**

7617 S. Mingo Rd.  
Tulsa, OK 74133

Katie Poe, [kpoe@clarehouse.org](mailto:kpoe@clarehouse.org), 918-893-6150

*(If approved, you will be required to submit an event budget prior to beginning fundraising for your event.)*

Clarehouse, Inc.

Leadership Staff Recommendation: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_