



**Bolton Hospice**  
caring from the heart

# Event Registration Form

*For Office Use Only*

Unique Reference No:  
Event No:

Thank you for fundraising in aid of Bolton Hospice. Please use this form to let us know what fundraising materials and support you would like.

Please complete your details below and return this form to **Aanika Dhillon at Bolton Hospice Fundraising Office, Queens Park Street, Off Chorley New Road, Bolton BL1 4QT** or by email to **communityfundraiser@boltonhospice.org**

## 1. Your Details

Title:.....First Name:.....Surname:.....

Address:.....

.....Postcode:.....

Telephone (day): .....(mobile).....

Email: .....

## 2. Your Event

Type of Event:.....

Venue:.....Admission fee.....  
(if applicable)

Date:.....Time: From.....Until.....

Other Information:.....

.....How much are you aiming to raise? £.....

## 3. Fundraising Materials

(Please state quantities needed and when you would be available to collect your items)

### **The following items are available to loan from the Fundraising Department**

Collection Tins.....Collection Buckets.....Loose Change Appeal Boxes.....

Sponsor Forms.....Poster Templates.....

(Please state whether you would prefer this emailed as a PDF or posted as a hard copy)

### **The following items are available from the Fundraising Department for a suggested donation, or on a 'sale or return' basis**

Pens (£1).....Trolley Coins(£1).....Pin Badges(£1).....

T-shirts (£5).....Pink Novelty Wigs(£1).....

**4. Online Sponsorship**

Are you setting up a JustGiving page for your event? Y / N (Delete as applicable)

If Yes, what is your page's address.....

Would you like the link to your JustGiving page posted on our website? Y / N (Delete as applicable)

**5. Bolton Hospice Website**

Would you like your event listed on our Community Events page? Y / N (Delete as applicable)

If so please give any extra information not already listed in section 2 that you would like included on the website (e.g. top prizes, details of acts):.....

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**6. Other Fundraising Support**

The Fundraising Team are on hand to support you throughout your fundraising. To help us do this please aim to provide at least 5 days notice should you need any extra fundraising materials or promotional help.

If there is anything else you would like to discuss with us regarding your event, please do not hesitate to contact Aanika on 01204 663 065 or email [communityfundraiser@boltonhospice.org](mailto:communityfundraiser@boltonhospice.org)

Signed ..... Date.....

**Thank You**

**Your Authorisation Letter will be posted to you when we receive this form. We will be in touch shortly with regards to your fundraising materials.**

<p><i>For Office Use Only</i></p> <p>Letter of Authorisation Issued: ...../...../2012</p>
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