

Host Your Event: Info Collection Form

Welcome and thank you for your interest in hosting an event for Whole Women Link Association! This form is designed to gather all the necessary details to help us understand your event proposal and support you in making it a success.

Please provide as much information as possible to ensure a comprehensive understanding of your event. Keep in mind that Whole Women Link is currently operating on a tight budget and cannot cover major costs such as venue fees. We appreciate your understanding and support in this matter.

Event Host Information

Fill in your contact details so we can reach out to you for any further discussions or clarifications.

1. Full Name:
2. Email Address:
3. Phone Number:
4. Organization (if applicable):

Event Details

Describe the event you wish to host, including the name, description, date, time, venue, and target audience.

1. Event Name:
2. Event Details: Important details about your event. Examples: parking, attire, or other policies.
3. Start Date & Time:
4. End Date & Time:
5. Venue Name and Address:
6. Event Type:
 - Awareness - Introduce Whole Women Link Association to the community, showcasing our mission and activities to raise awareness and let people know we exist.
 - Fundraising - The goal is to secure financial support for our mission and programs.
 - Both
7. Target Audience (e.g. women only, adults only, etc):

Ticket Details

1. Price: \$
 - Free
2. Quantity:
 - Unlimited

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Campaign Details

Provide the campaign goal and description for the Givebutter event to support your fundraising efforts.

1. Campaign Goal:
2. Givebutter event description:

Additional Information:

Answer questions regarding funding, partnerships, additional waivers, and any other relevant information to help us understand your event setup.

1. How will the event be funded? (Whole Women Link cannot cover venue or other major costs at this time):
2. Do you have any partnerships or sponsors for this event? If yes, please list them:
3. Are there any additional liability waivers required by external venues or partners?
4. Additional comments or Questions

Please email a copy of this form back to heather@wholewomenlink.org. Thank you!

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Hosting or Running Events

with Whole Women Link

1. Initial Inquiry:

- **Step 1:** Interested individuals or organizations contact Whole Women Link Association through a designated email address (heather@wholewomenlink.org) or contact form on the website. (Or any team member within Whole Women Link)
- **Step 2:** A confirmation email is sent to acknowledge the inquiry and provide an overview of the process.

2. Submission of Event Proposal:

- **Step 1:** The interested party fills out the "Host Your Event: Info Collection Form" to provide detailed information about the proposed event.
- **Step 2:** The completed form is submitted to a designated contact person or email address at Whole Women Link Association.

3. Review and Approval:

- **Step 1:** The events committee or designated team reviews the submitted proposal within a set timeframe (e.g., one week).
- **Step 2:** The team evaluates the proposal based on criteria such as alignment with the organization's mission, feasibility, potential impact, and available resources.
- **Step 3:** The team communicates the decision to the event host, providing feedback or requesting additional information if needed.

4. Planning and Coordination:

- **Step 1:** Once the event is approved, the event host works closely with a designated coordinator from Whole Women Link Association to finalize details.
- **Step 2:** The event host and coordinator collaborate on tasks such as venue booking, marketing, and any necessary permits or waivers.
- **Step 3:** The coordinator ensures that all necessary resources, promotional materials, and support are provided to the event host.

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5. Campaign Creation:

- **Step 1:** The event host provides the finalized campaign details to Whole Women Link Association.
- **Step 2:** The designated team creates the Givebutter campaign, incorporating the provided information and any additional content.
- **Step 3:** The campaign is reviewed and approved by the event host before going live.

6. Event Execution:

- **Step 1:** The event host is responsible for executing the event as planned, with support from Whole Women Link Association if needed.
- **Step 2:** The designated coordinator remains in contact with the event host to address any issues or provide assistance during the event.

7. Post-Event Follow-Up:

- **Step 1:** After the event, the event host submits a post-event report detailing the outcomes, attendance, and any notable highlights or challenges.
- **Step 2:** The designated team reviews the report and may conduct a debrief meeting to discuss the event and gather feedback.
- **Step 3:** The event host and Whole Women Link Association collaborate on any necessary follow-up actions, such as thanking participants, sharing success stories, or planning future events.

This structure ensures a thorough, yet manageable process for anyone looking to host or run an event with Whole Women Link Association.