

**EVENT PLANNING FORM**

# CONTACT INFORMATION

**TEAM MAIN CONTACT EVENT NAME**

DATE START TIME FINISH TIME

VENUE

|  |  |  |
| --- | --- | --- |
| No. of tickets  |  | Ticket cut off date  |
| Table sales available?  | **YES** |  NO |
| Single ticket cost: |  | Table cost: |
| Would you like your event to | be GST free? |  **YES** |

Has the event been held previously to fundraise for the Ride?  **YES**  NO

Please give a brief summary of the event [eg. Quiz night with raffle, sundowner with live auction etc.]

Will you require a speaker from Youth Focus?  YES  NO

If yes, what time?

# EVENT FINANCE INFORMATION

Please list the team members and the percentage of income each person will receive after the event has concluded

Rider One % of income

Rider Two % of income

Rider Three % of income

Rider Four % of income

Rider Five % of income

## ESTIMATED INCOME $ ESTIMATED EXPENSES $

IMPORTANT INFORMATION TO NOTE FOR YOUR FUNDRAISING EVENTS

A tax deductible receipt can only be given for donations. A donation is classed as any money received where no goods or services have been provided in return. Tax deductible receipts cannot be issued for tickets to events, auction items or items purchased at events.

Be aware of GST when confirming ticket prices for your fundraising event. For example, if you want to set your price at $150 to meet costs you will need to charge $165 to include the GST component.

On all marketing, promotional items and media for your fundraising events please ensure you always refer to the Ride as the **HAWAIIAN RIDE FOR YOUTH** and please ensure to send a copy to admin@rideforyouth.com.au for approval before distribution.

Please return these forms to admin@rideforyouth.com.au for approval of your event prior to marketing.

IMPORTANT INFORMATION FOR THE PAYMENT OF EVENT EXPENSES

For **reimbursement of event expenses** that have been incurred and already paid for, you will need to complete a **Rider Expense Reimbursement** form and links to the document can be found here [Setting up your event - Ride for Youth](https://www.rideforyouth.com.au/setting-up-your-event/). To ensure prompt payment of reimbursements, you will need to include your bank details and paid receipts should be attached to the form when submitted. Once completed, your form and receipts should be emailed to admin@rideforyouth.com.au **and** finance@youthfocus.com.au where they will be processed and paid.

For event invoices that will be paid directly by Youth Focus, please ensure invoices are addressed to **Youth Focus Limited,** as we are unable to pay for invoices addressed to riders. Invoices should be promptly forwarded to admin@rideforyouth.com.au **and** finance@youthfocus.com.au.

Any queries regarding payments or the status of invoices / reimbursements should be directed to finance@youthfocus.com.au.

Please note that our payment run dates are on the 15th and 30th of every month.

# EVENT MARKETING COLLATERAL

Please select the materials you require from Youth Focus to assist with your event

 EFTPOS Machine

 Hawaiian Ride for Youth Donation Bucket [2.2 litre]

 Quantity

 Hawaiian Ride for Youth Pull Up Banner [2110h x 850w]

 Quantity

 Hawaiian Ride for Youth Sponsor Pull Up Banner [2100h x 1000w]

 Quantity

 Hawaiian Ride for Youth Tear Drop Banner

 Quantity

 2024 HRFY Ride Week Video

[Dropbox option also available]

Date of collection from Youth Focus office:

 Date of return to Youth Focus:

## PLEASE ENSURE ITEMS ARE RETURNED PROMPTLY TO YOUTH FOCUS TO ALLOW FOR USE AT OTHER EVENTS.