

Fundraising Questionnaire

I. Event Specifics

1. Name and type of event: (parade, concert, festival, marathon, and so on):

2. Location of event: _____
3. Will the event take place indoors or outdoors? _____
4. Dates and times of event: _____
5. Expected daily attendance: _____
6. Expected number of event participants: _____
7. Expected # of event volunteers: _____
8. Will the event be a collaborative venture with other entities? Yes or No
If Yes, with whom? _____
9. Is a written agreement in place that documents duties and responsibilities, incident reporting procedures, and **insurance requirements** for each entity? Yes or No
Please attach for review
10. Will alcohol be sold or served at the event? Has proper permitting and insurance been obtained?
REMINDER – Program Facilitator Approval is Required.
Please attach for review

II. Activities

1. Describe in detail all activities planned for the event, including concessions, alcohol, and entertainment (list individual activities, including mechanical rides, bounce houses, activities with animals, fireworks, and so on):

2. Will event participants be required to sign liability waivers? Yes or No

III. Sales Tax

Due to recent legislation regarding non-profits and Sales Tax, specifically with regards to fundraising events, you should review guidelines and publications provided at: <http://revenue.louisiana.gov/NewsAndPublications/Acts25andAct26>. In the event of additional questions, please ask your group mentor to consult with the Board regarding any questions.

1. Will it be necessary to collect sales tax? _____