

MINING FOR GOLD

MAXIMIZING YOUR EVENT'S HOST COMMITTEE

HOST COMMITTEE RESPONSIBILITIES

CHAIR OR CO-CHAIR EXPECTATIONS

- Table sponsorship commitment of \$50,000 (minimum)
- Assist with fundraising by cultivating other corporate and/or individual sponsors
- Nominate member to Host Committee leadership to promote recognition and solicit donations in honor of Chair
- Provide a personal mailing list and e-mail list for event solicitations
- Provide a headshot to be featured on digital and print collateral
- Allow XYZ to feature your name on digital and print collateral
- Help promote the event with intent of achieving the proposed gross income goal
- Attend the event (if possible)

COMMITMENT FORM

XYZ Logo

**Host Committee
Commitment Form**

Thank you for joining us in planning the XYZ! We value your time and talent as we organize the event. Please complete the fields below so that we can best accommodate your preferred means of contact and availability.

Name _____

Name for print materials (if different from above) _____

YOUR CONTACT INFORMATION

Home Address

Street _____

City _____ State _____ Zip _____

Email _____ Phone _____

Work Address

Company _____ Title _____

Street _____

City _____ State _____ Zip _____

Email _____ Phone _____

I am available for Host Committee meetings on weekdays: (check all that apply)

Mornings Middays Evenings

XYZ CONTACT INFORMATION

Name, Title
Email@xyz.org
Office: xxx.xxx.xxx / Mobile: xxx.xxx.xxx

Name, Title
Email@xyz.org
Office: xxx.xxx.xxx / Mobile: xxx.xxx.xxx

MAILING LIST SUBMISSION FORM

Last Name	Formal Salutation	Informal Salutation/ Dear Line	Title	Company Name	Street Address	City	State	Zip	Email	Home Phone	Mobile Phone	Work Phone
Smith	Ms. Jane Smith	Jane	CEO	ABC	1 Broad Street	New York	NY	10005	J@abc.com	123-456-7890	123-456-7891	123-456-7892

