

Mary Bridge Brigade
Guild Event Information Form

(Event form must be submitted a minimum of **30 days** prior to event date.)

GUILD _____ CONTACT PERSON _____
Event Name _____ Phone _____
Entry / Ticket Price _____ Email _____

Proceed Designation/Cause: New Hospital Fund (Recommended) Other _____
(pending approval)

Event Day _____ Event Date _____, 20____ Event Time _____

Event Location* _____

*Does venue require a Certificate of Insurance? YES NO (building name) (street address) (city) (zip code)

Permits, etc.: Check all that apply - Refer to MBB Policies and Procedures and reverse side for details.

LIQUOR*: Banquet Permit Special Occasion License (**60-day notice required**)

*Banquet Permit = private, invitation only event

*Special Occasion License = Tickets and/or alcohol sold to public

FOOD HANDLING: Food Handling (Temporary Food Service Permit required) Catering

RAFFLE: Raffle (Circle One: Members Only OR Public)

RESELLER PERMIT: List qualified items to be purchased.

Marketing Plan: Check all that apply.

General Marketing Publications (Where and when do you want Brigade to advertise?):

Social Media MBB Website MC Intranet Other? _____ When? _____

Bulk Mail (Postcards / Invitations) **Date to be mailed:** _____

MBB Marketing Items: #___ posters, #___ banner, #___ tablecloths, #___ brochures)

MultiCare Printing Services (free or low-cost printing – posters, flyers, invitations)

Quantity requested _____ Size(s) requested _____ **Date Needed:** _____

Credit Card Processing Terminal* Circle # of units requested? 1 2 3 Will training be needed? _____

Internet (must have WIFI or hotspot) **GUILD MUST VERIFY AVAILABILITY WITH VENUE**

Other Requests? _____

Event Details for Advertising (social media, websites & publications): The Marketing Committee will review all items to ensure that the proper print guidelines are used for the Mary Bridge Brigade logo and the approved nomenclature is used for Mary Bridge Children's Hospital. *Please include an event description for the website.*

Guild Event Information will be reviewed by the MBB Executive Committee.

All event forms must be submitted a minimum of **30 days** prior to event date.

When the event has been approved, the Guild Contact Person will be notified.

Questions? Contact the Mary Bridge Brigade Office at 253-403-1427 or marybridgebrigade@multicare.org

Approval Date _____ Additional Details _____

Event Requirements at a Glance

Please review the Mary Bridge Brigade Policies and Procedures for complete instructions.

****All events must be submitted to the MBB office a minimum of 30 days prior to event date. ****

LIQUOR – If liquor is to be present at the event:

1. Refer to the Mary Bridge Brigade Policies and Procedures regarding Liquor to determine if a Special Occasion or Banquet Permit is required*.
2. Notify the Mary Bridge Brigade Office **before** applying for a Special Occasion permit. Mary Bridge Brigade is limited to *twelve* Special Occasion Permits annually.
3. Guilds are responsible for required fees.

*Banquet Permit = private, invitation only event *Special Occasion License = Tickets and/or alcohol sold to public

FOOD HANDLING – If food will be served at the event:

1. Refer to the Mary Bridge Brigade Food Worker's Card (FWC) Policy.
2. A Temporary Food Service Permit is required:
 - a. For a food establishment that operates at a fixed location for a period of time not more than 21 consecutive days in conjunction with a single event or celebration such as a fundraiser.
 - b. Individuals or groups planning to hold events that are open to the public must obtain a permit.
3. Contact your local Health Department for permits and local requirements.

RAFFLES – If you will sell tickets for a raffle at the event:

1. Refer to the Mary Bridge Brigade Raffle as a Fundraising Event Procedure.
2. Mary Bridge Brigade holds a Raffle License with the Washington State Gambling Commission based on raffle income limits. Raffle income must be tracked by the Mary Bridge Brigade Office throughout the year to keep in compliance and avoid penalties or a revoked license.
3. Liquor cannot be raffled by a licensed organization such as Mary Bridge Brigade.
4. A copy of the Raffle License must be posted at the raffle drawing. These are available through the Mary Bridge Brigade Office.
5. Fill out and submit a Raffle Activity Report for **every** raffle, whether it is members only or public. This includes Guild, Annual and Council meetings.
6. Instructions for completing the Raffle Activity Report and recordkeeping are listed on the back of the report.

RESELLER PERMIT – If you would like to purchase items without paying sales tax:

1. A Reseller Permit can only be used if the items to be purchased are going to be resold at a fundraising event or used as a component of something you are making to be resold.
2. A Reseller Permit cannot be used for raffle or auction items, or a component of a raffle or an auction item.