

ALLIANCE FRANÇAISE LAKE CHAMPLAIN REGION FORM

FOR ALL EVENTS

OR

SPONSORSHIP OPPORTUNITIES

Date of application:

Name of applicant (and of organization, if applicable):

Contact details for applicant (email and phone):

Are you a member?

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| **Description of Opportunity** |
| 1. Describe in detail the event or sponsorship opportunity:
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| 1. What is the anticipated date and time for the even or sponsorship opportunity (when would it start and when would it end). Are you open to an alternative date and time, and if so, please provide other dates and times that might work. Also, indicate if there is a specific deadline for our answer and the reason for it.
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| 1. Are you requesting to us the Alliance Française space at King Street (if approved, you would be responsible for leaving the space in a spotless condition, i.e. free of trash, all areas wiped and vacuumed, all furniture returned to original spots, and all walls in a similar conditions as before the event):
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| **Partnerships** |
| 1. What other organizations are participating or helping to sponsor the event? You may also list potential partnerships if they have not been confirmed (indicate clearly that they are not confirmed).
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| **Alliance Française Purpose** |
| 1. Describe why you believe this event or sponsorship opportunity would be relevant for Alliance Française and its membership (our purpose is to encourage and further the knowledge of French culture and/or of the French language. It is also to foster friendly relations between the American and French people):
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| **Audience** |
| 1. How many people do you anticipate inviting and/or whom will be likely to participate in the event?
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| 1. Will the event be open to all Alliance Française members?
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| 1. What kind of public are you hoping to target (age, profile, community group)?
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| **Resources** |
| 1. Are you requesting that Alliance Française fund all or a portion of the event, and if not, how will the event be funded?
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| 1. What is the amount of funding or cost to the Alliance Française for the event?
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| 1. Have you had any experience organizing or participating to the organization of a similar event in the past? If so, please describe:
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| 1. Do you already have a team in place to organize the event? Please describe your team, if applicable. If there are potential helpers that have not been confirmed, please provide their names and indicate clearly that they have not been confirmed. If you have connections with some members that may be willing to help, please tell us:
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| 1. What is the anticipated time commitment by the Alliance Française board or volunteers for the event and how many days would it involve?
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| 1. Are you charging a fee for people to attend the event, and if so, what it the amount of the fee? Would any portion of the fee be shared with Alliance Française and/or would you be willing to extend an invitation to all Alliance Française members, and at a discount?
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| **Advertisement** |
| 1. Are you advertising the event? How?

Note: If you would also like to advertise it on our Newsletter or Website, we will ask for you to fill in a separate form. |
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| 1. How would you contemplate that Alliance Française will be featured as part of your advertising?
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| **Follow-up** |
| 1. Are you willing to provide the Alliance Française with a list of attendees at the event?
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| 1. Are you willing to provide Alliance Française with any photos taken so that Alliance Française may post them if desired on its newsletter or website? How?
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| **Other** |
| 1. Are there any other factors or considerations which you wish to share with Alliance Française in helping the board to reach a decision on whether to participate in the event or sponsorship:
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