



Ronald McDonald  
House Charities®  
Memphis

# THIRD PARTY EVENT APPLICATION



Ronald McDonald House Charities® of Memphis offers children with pediatric cancer and other catastrophic illnesses undergoing treatment at St. Jude Children’s Research Hospital® and their families a nurturing, family-centered residential community. The House fosters an environment of hope through support services and child-centered activities that encourage children to be children and keep families together near the care they need, always free of charge. Thank you for supporting our families by selecting us as the beneficiary of your upcoming fundraising event!

## PLEASE TELL US ABOUT YOUR ORGANIZATION

THIRD-PARTY ORGANIZATION NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

MAIN CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ALTERNATE CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## EVENT INFORMATION

NAME OF EVENT \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION \_\_\_\_\_

ADMISSION FEES (If applicable) \_\_\_\_\_

IS THIS THE FIRST YEAR FOR THE EVENT?  Yes  No

DESCRIBE YOUR PROPOSED EVENT OR PROMOTION *Please be specific:*

WHAT IS YOUR ANTICIPATED DONATION AMOUNT? .....

IS THERE ANY ADDITIONAL INFORMATION YOU'D LIKE TO TELL US ABOUT YOUR EVENT? (Optional)

**Proper insurance coverage must be provided listing Ronald McDonald House Charities® of Memphis as additional insured with respects to the event must be on file at least two weeks before the event.**

**All information pertaining to the families, staff, and volunteers of Ronald McDonald House of Memphis should be treated as personal and confidential. Ronald McDonald House supporters have an ethical responsibility to protect the privacy of our residents and staff.**

Please return to:

*Ronald McDonald House® of Memphis*  
Melody Schuetz – Special Events Coordinator  
535 Alabama Avenue, Memphis, TN 38105  
Phone: (901) 312-7471 | Fax: (901) 523-0315  
Email: melody@rmhc-memphis.org



**ON BEHALF OF THE FAMILIES  
OF RONALD MCDONALD  
HOUSE® OF MEMPHIS, WE  
THANK YOU FOR YOUR  
SUPPORT!**



**OFFICE USE ONLY**

DATE REC'D .....  
APPROVED .....  
MEETING DATE .....