



EVENT GUIDE



**Prostate Cancer
Centre**

6500-7007 14 Street SW
Calgary, AB T2V 1P9
Phone: (403) 943-8888
Fax: (403) 943 8877
www.prostatecancercentre.ca

Prostate Cancer continues to be the most commonly diagnosed cancer in men in Canada. This year in Alberta, an estimated 2500 men will be diagnosed with prostate cancer and 420 will die of it. There may be no early warning signs of the disease. Early detection of prostate cancer enhances chances of survival.

The Centre is a registered charity focused on the early detection and access to treatment of prostate cancer. We support excellence in the areas of awareness, education, access, diagnosis and research in hopes that one day we can eliminate prostate cancer. We are located in the Southern Alberta Institute of Urology at the Rockyview Hospital. Annually over 13,000 men and their families visit the Prostate Cancer Centre. Our services include Rapid Access Clinics for diagnosis, access to treatment and post-op care. We also offer a variety of programs and services catering to patient's needs that are facilitated by medical professionals. The Prostate Cancer Centre introduced the first mobile PSA testing unit in Canada in June of 2009, the MAN VAN™. We have two units that allow us to offer both awareness and testing events for men in both the public and private sector in a variety of both urban and rural locations. We receive no government funding and operate solely on the generosity from our community and donors. We are looking forward to a partnership with your organization.

THIRD PARTY EVENT GUIDELINES

Thank you for your interest in the Prostate Cancer Centre. Your event is a great way of raising awareness within the community and no matter how large or small the event, your contribution will be significant to the men who visit our Centre.

THIRD PARTY EVENT DEFINITION

- The event is proposed by an individual or group independent from PCC staff members.
- The Prostate Cancer Centre is the designated recipient of full or partial proceeds from the event.
- The Centre's name and/or logo are used in promoting the event.
- Centre staff and volunteer participation, if any, is in a support capacity only.

CRITERIA

- The proposed event must be in the best interest of the Centre
- The proposed event must be ethical i.e. the public perception of the activity must not be injurious to the Centre and be compatible with PCC's Mission.
- PCC will not assume any legal or financial liability associated with the event.
- Revenues generated by the event will be used at the discretion of the Centre.
- Expenses and staff/volunteer involvement on the part of PCC must be clearly documented and approved prior to the event.
- The proposed event should be financially viable in the opinion of PCC.
- The proposed event should not conflict with other major Centre events.

Together we can make a difference.



Third Party Event Contract

Name of Organization / Contact Person		
Mailing Address		
Phone Number	Cell Number	Fax
Email		
Name of Event		Event Location / Address
Event Start Date / Time	Event End Date / Time	
Event Description		
How Will the Funds be Raised?		
<input type="checkbox"/> Pledges	<input type="checkbox"/> Silent Auction	<input type="checkbox"/> Ticket Sales
<input type="checkbox"/> Donations	<input type="checkbox"/> Product Sales	<input type="checkbox"/> Live Auction
<input type="checkbox"/> Other Please Explain:		
Expected Total Net Revenue to PCC		
\$		



History of the Event <input type="checkbox"/> New <input type="checkbox"/> Repeat	If Repeat, What Charity was Recipient of Funds?
Will Proceeds of Event Come ONLY to PCC? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, What Portion Comes to PCC?
If No, Who Else Would be a Recipient?	
Organizer's Advertising Strategies (All PCC logo & name usage must be approved by PCC)	
PCC Website / Website Submission (Maximum 50 Words)	
Additional Comments / Ongoing Event / Other Possible Events	

- **All designated revenue is to be forwarded to PCC within 45 days of the event.**
- No costs will be incurred by PCC for required staff or volunteer attendance at the event.
- All of the above conditions have been discussed and agreed upon by the individuals signing below.

PCC Authorization Signature

Signature of Event Organizer

Date