



# 2017 FUNDRAISING TICKET DONATION PROGRAM

## FACT SHEET

Please read this fact sheet in full before you submit a message request.

2901 East Hastings Street | Vancouver, B.C. | Canada | V5K 5J1 | [www.pne.ca](http://www.pne.ca)

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### ELIGIBILITY GUIDELINES

The PNE is currently accepting requests to donate tickets in support of **fundraising** events being held in 2017 that benefit charitable, community, educational, or non-profit groups located in BC.

### INELIGIBLE REQUESTS

Due to the success of our ticket donation program and the high number of donation requests we receive, the following requests are ineligible:

- Requests to donate tickets in support of an event that is not a fundraising event benefiting a charitable, community, educational, sports, or non-profit group in BC (i.e.- prize, give away's)
- Requests to donate tickets in support of fundraisers that benefit a specific individual or family.
- Requests to donate tickets in support of a fundraiser benefiting an eligible group that is already the recipient or beneficiary of a donation of tickets from the PNE in support of a 2017 event. Please note that multiple events often benefit one group and the PNE prefers to donate directly to beneficiary charities; if you are holding a fundraising event as part of your participation in a run/walk event (i.e. the Weekend to End Breast Cancer) it is likely that we will be unable to accommodate your request as we already donate tickets to the charity you are raising funds for. If you are unsure whether the PNE already supports a group, please contact us before you submit a request.

### IMPORTANT INFORMATION

Although our ticket donation program allows us to be generous with the number of fundraisers we support, we generally can not provide eligible groups with more than two to four Fair Weekday (Tues-Thurs) Gate Admission, or two Playland One-Day Admission Passes, or two Fright Night Passes. In addition, if printed tickets are unavailable we may send you a letter that can be exchanged for tickets at a later date.

### SUBMISSION PROCESS

Please submit both of the following at the same time to the PNE's Community Relations Department by emailing to [communityrelations@pne.ca](mailto:communityrelations@pne.ca) or faxing 604-251-7773 or mailing 2901 East Hastings Street, Vancouver, BC V5K 5J1:

1. A filled in Ticket Donation Request Form (available at [www.pne.ca/ticketdonations](http://www.pne.ca/ticketdonations) ).
2. A donation request letter or fax cover sheet, printed on the letterhead of the event's beneficiary group, that verifies the authenticity of your request and provides any additional information you would like to share about the event or beneficiary group.

### SUBMISSION DEADLINE

Requests must be submitted **four weeks** before the event date, to allow enough time for your request to be properly reviewed and processed. Please note that no requests can be processed August 19 - September 4, 2017 due to the Fair at the PNE.

### APPLICATION CONFIRMATION & PROCESSING

Due to the high number of requests we receive, we will contact you *only* if we are unable to process your donation request. Otherwise, you can expect to receive a donation two weeks prior to your event, unless you are informed otherwise by a representative of the PNE's Community Relations Department. All donation requests are processed promptly in the order that they are received and are accompanied by a letter outlining all the donation details you may need such as the donation value and date restrictions.

### APPLYING FOR A DONATION IN SUPPORT OF A 2018 EVENT

Requests to donate tickets in support of eligible events in 2018 will be accepted starting in January 2018. Since all requests need to be submitted via a form posted on our website, rather than adding the PNE to your general contact list, please make a note on your file to view the updated eligibility and application requirements that are posted at [www.pne.ca](http://www.pne.ca) at the beginning of every calendar year.

### CONTACTING THE PNE'S COMMUNITY RELATIONS DEPARTMENT

If you have any questions not answered in this fact sheet please email [communityrelations@pne.ca](mailto:communityrelations@pne.ca) or call 604-251-7708.