

**The following list provides an overview of how UHN Foundation can assist you**

**UHN Foundation can provide the following assistance:**

- Offer event planning advice/expertise
- Discuss ideas and best practices
- Provide resources including templates and documents to assist you in planning and organizing a successful event
- Issue tax receipts, if applicable (please ask your UHN Foundation Third Party Event Contact about receipting before discussing with your attendees)
- List your event on the UHN Foundation Events Calendar with a link to your event website
- Provide approval for the use of UHN Foundation name and/or logos
- Provide a Letter of Support to validate the authenticity for your fundraising event
- Offer representative(s) from UHN Foundation Events Team to attend your event (subject to availability)
- Help to find a doctor/research representative from UHN to speak/attend the event (subject to availability)
- List event in UHN Foundation publication Report on Your Support (ROYS) that is published twice a year - print and electronic (subject to timing and space availability)

# HOW WE CAN HELP

## **UHN Foundation is here to support you, but is unable to:**

- Fund or reimburse event expenses
- Guarantee specific UHN Foundation or hospital staff attendance and/or participation at your event
- Provide mail/email lists of UHN donors, sponsors or patients
- Share media contacts
- Provide administrative help (e.g. composing ask letters, sponsorship packages, etc.)
- Manage your revenue/expenses
- Sell tickets and sponsorships