

**Kintera Online Event Software
Event Submission**

Opportunity Drawing Event

General Event Information:

Event Name: _____

Raffle drawing date: _____

Start sale date: _____

Event Location (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Event Contact Information:

Event Contact Name: _____

Event Contact Email: _____

Event Contact Phone: _____

About Your Event:

Description of Item: (this will be on the main page of your event website. Please include all pertinent information you would like displayed on the front page): _____

Ticket Information:

Cost per Ticket: \$ _____

Maximum number of tickets per person: _____

Number to total tickets sold: _____

How do you want your tickets numbered? (ie. 1-100, 0001-1000): _____

Fundraising goals:

Event Fundraising Goal: \$ _____

Additional Text: Kintera will send automatic confirmations/emails to participants and donors. Please submit the text you would like for the general confirmations. Each participant will be able to customize his/her email blasts from his/her individual webpage.

Please write what you would like the automatic confirmation to *participants who purchase a ticket* to say: _____

Please submit this form to Janelle Tassart, by fax at 602-230-1110 or email at JanelleT@soaz.org.
Please submit any item photos and logos in jpeg format to Janelle Tassart at JanelleT@soaz.org.