



*September 11, 2011*  
*Charity Program Pre-Event Application*

Date: \_\_\_\_\_

Name of Organization/Charity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

How many chapters does the team have? \_\_\_\_\_ How many chapters are represented at the event? \_\_\_\_\_

What cities are the chapters attending from? \_\_\_\_\_

\_\_\_\_\_

Type of Organization (Charity, Running Club, Group etc.) \_\_\_\_\_

Team's Purpose Goal Mission Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your fundraising goal through the Chicago Half Marathon? \_\_\_\_\_

\_\_\_\_\_

What is the average length of stay for members of the team? \_\_\_\_\_

How many runners/ walkers will the team bring? \_\_\_\_\_

How many coaches will be attending? \_\_\_\_\_

How many staff members will be attending? \_\_\_\_\_

What other races will the team attend in 2011? \_\_\_\_\_

What marketing efforts are planned for recruitment? \_\_\_\_\_

When is the marketing/recruiting beginning for the 2011 event? \_\_\_\_\_

Describe you specific marathon/half marathon training program: \_\_\_\_\_

How many rooms will the team require? \_\_\_\_\_

What other events or activities are planned for the group while in the area for the event? \_\_\_\_\_

Special/inspiring story about the team or a member of the team: \_\_\_\_\_

Please refer all questions to Jeff Graves: [Jeff@VisionEventManagment.com](mailto:Jeff@VisionEventManagment.com) or 317-294-3622

Please submit the complete pre-event application to via fax (317) 245-2343 or mail USRS Chicago, 13795 Oakwood Court, Carmel IN 46032 and include a copy of your organization's 501 c.3 letter (if applicable)