



Special Event/Fundraiser Request

In order to avoid overlap and/or duplication of business solicitations, event marketing, ticket sales, etc., the La Costa Canyon High School Foundation coordinates all special events and fundraisers sponsored by our various booster groups. Completing this form immediately adds your event to the calendar as well as the website scroll and email blast the week of your event. This process will maximize each event's success and ensure that our community is not overwhelmed by our fundraising efforts. **Please submit this completed form to the LCC Foundation office no later than TWO WEEKS prior to your event**, so that our volunteers can ensure your event is properly marketed to our community!

Event Name		Date of Event	Time of Event (start & end)
Event Location		Event Address	
Booster or group for which funds are being raised – General Fund, Academics, Athletics (specify sport), or Arts			
Event Chairperson		Cell Phone	Email
LCC Staff (Head Coach or Club Moderator) Signature/Approval			Date
LCC Foundation (Executive Director or VP Development) Signature/Approval			Date
Announcements/Marketing – All flyers must be emailed to marketing@lcchsfoundation.org by Sunday at 5pm in order to be included in the Tuesday eblast. If you would like specific verbiage to be used for marketing (eblast, newsletter, etc), please include it below; otherwise, a brief statement including date, time, and location will be used.			
To be completed if Special Event Insurance is required (email lcfoundation@sduhsd.net if unsure)			
Estimated Total Revenue	Estimated Attendance	Open to (circle one) LCC Only General Public	
Alcoholic Beverages are never permitted on LCC's Campus for any event.			
Will alcoholic beverages be provided? (circle one)	Yes No	If Yes, provided by: (business name)*	
Are alcoholic beverages being sold? (circle one)	Yes No	If Yes, sold by: (business name)*	
Business Contact*	Contact Phone*	Contact Email*	
Request submitted by			Date

We will contact you within 7 business days of submission to confirm your event.