



FUNDRAISING GUIDELINES

The Dream Factory provides once-in-a-lifetime dreams to children who are battling a life-threatening illness. We are a local Manitoba organization and provide dreams for children ages 3-17 as a way to bring back the joys of childhood as they go through grueling treatments.

Important things to consider while hosting a Third Party Event or Fundraising Activity

1. Fill out Application Form

To conduct your special event, please complete the Special Event Fundraising Application. Once your application has been approved, we will contact you.

2. Use of The Dream Factory Name and Logo

We would be proud to have our logo and name displayed on your event materials. To ensure our identity is represented correctly, we ask that **all promotional material using The Dream Factory name and logo be approved by The Dream Factory. Our logo can be e-mailed to you upon request.**

3. Expenses

All costs for the event shall come out of the proceeds or are to be paid directly by the event organizer.

4. Donations to The Dream Factory

Any promotion that donates a portion of its sales shall state, either in percentage or specific dollar amounts, exactly how much will be donated on The Dream Factory application form as well as all advertisements of the event. The term "Net Proceeds" shall be stated for all events that donate all proceeds less expenses.

5. Volunteers

The Dream Factory staff has expertise, ideas and material to assist with your event. However, the responsibility remains with your organization or group for promotion and execution of the event, including media relations (a sample press release can be provided), recruiting volunteers and selling tickets or product.

6. Recognition

The Dream Factory likes to recognize all of the hard work done to help us fulfill our Mission. Send us any information or photographs from your event which may be included on the Foundation's web site, social media or other publications. For any people you would like The Dream Factory to thank for helping make your event a success please let our office know.

For any further questions, please contact The Dream Factory at 204-989-4010.

We thank you for your support!