

# THE LINDSAY GALLERY

## APPLICATION FORM FOR FUNDRAISING CONVENORS

Name \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

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Telephone : Home \_\_\_\_\_ Voice Mail/Answering Machine?  
yes \_\_\_ no \_\_\_  
Work \_\_\_\_\_ yes \_\_\_ no \_\_\_

\_\_\_ I am a Gallery member. \_\_\_ I will become a Gallery member.

*(Gallery membership is required to be covered by the Gallery's insurance).*

### **Job Description:**

A Fundraising Convenor provides the leadership for one or more of the Gallery's annual fundraising events. The Convenor is responsible for planning, organizing and managing an event, including soliciting donors and sponsors, as required, and ticket sales. The Convenor coordinates, directs, supervises, and supports volunteer Committee members. Monthly progress reports and committee meeting minutes are required. This is a volunteer position, reporting to the Gallery Board through a liaising Board member .

### **My Choice of the Gallery's annual Special Events:**

My background in sales, marketing, and/or event management would make me most suitable to be a Convenor of the following event(s):

\_\_\_ Dinner/Lecture: Held February-April. Planning begins in October. Guests: 80

\_\_\_ DAMES Golf Tournament: Held fourth Saturday in June.  
Planning begins in February. Golfers: 72

\_\_\_ Art á la Mode: Held the Friday following Thanksgiving. Guests: 120  
Dinner with live and silent auction. Planning begins in May.

\_\_\_ Canvas Confidential: Sale of 8x10" paintings by 'mystery' artists.  
Canvasses sold for \$30 each. Number of canvasses: 100  
Free admission. Room size limit: 120 people

**Your relevant past experience:**

What is your experience in planning, organizing and managing similar events?

**Time Commitment:** 40-60 hours of volunteer time may be required in the month leading up to the actual event in addition to the 2-10 hours per month in the planning and organizing stages. Are you able to make this time commitment to ensure the success of the event?

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

Signature of Applicant: \_\_\_\_\_

*Complete and submit this Application Form*

by email to [art@thelindsaygallery.com](mailto:art@thelindsaygallery.com)

by fax to 324-9349

or mail to or drop off at

**THE LINDSAY GALLERY INC**

190 Kent St. West, Lindsay, ON K9V 2Y6

*Thank you for applying. You will be contacted by a Board Member.*