



Waterford Days  
PO BOX 622  
Waterford, Pa 16441  
814.352.5463  
[www.waterforddays.com](http://www.waterforddays.com)  
[www.facebook.com/waterford.days](http://www.facebook.com/waterford.days)

Thank you for your past participation in Waterford Days. We hope to continue this tradition of providing great fundraising opportunities for all our local area non-profit groups. If you are participating again this year and wish to be included in our advertising campaign, please fill out the Non-Profit Off-Site Event Form enclosed and return it by **May 1, 2017** so that we may include your event in our advertising materials. Our campaign includes such media as: printed program books, printed Schedule of Events, placemats, website advertisements, online event calendars, yard signs, flyers, television spots, and newspaper and other periodical advertisements in both Erie and Crawford counties aimed at enticing people to come out to Waterford for the weekend. Our expected advertising expense is over \$4000 this year, so to defray some of these costs, we are asking for 10% of the *profits* made during your event. As a participant, you may also post a flyer containing information and directions for your off-site event at our information booth during the weekend. Simply bring your flyer over to the tent in the park on Friday.

You may choose not to participate in this advertising opportunity in which case you need not send in this form, but your event will not be included in any of our marketing materials, which includes the schedule of events. If your form is not returned by the deadline, we will assume that you are not advertising with us. You are free to do your own advertising or you may want to purchase an ad in our program book. Please let us know if you need a program book ad form.

Enclosed is a Non-Profit Fee Remittance Form for your convenience. If you participate, please fill out the form and return it, along with your check, to the above address AFTER the event. Please make your check payable to the Fort LeBoeuf Historical Society. We look forward to working with you again this year!

Please feel free to contact me with any question or concerns you might have.

Kathy Williams, Chairman

Cell: 814-881-8235

# Waterford Days 2017

## Non-Profit Off-Site Event Form

Fill out this form and return it by **May 1st** to be included in the Waterford Days advertising campaign.

**Mail to:** Fort LeBoeuf Historical Society, C/O Waterford Days, PO BOX 622, Waterford, PA 16441

### Non-Profit Organization Details

Contact Name: \_\_\_\_\_

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

Group or Organization: \_\_\_\_\_

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

Non-Profit ID # \_\_\_\_\_

### Event Details

What type of event are you having? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Time(s) of Event \_\_\_\_\_

Is there other information about the event that you would like to share? (Do the proceeds go to a special cause? Are there any special guests or entertainment at your event?) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Waterford Days 2017

## Off-Site Non-Profit Fee Remittance Form

All fees will be due and payable directly following the close of the weekend. Please return this completed form with your payment no later than **Aug 15th**. Payment by check or money order payable to: **Fort LeBoeuf Historical Society**

**Mail to:** Fort LeBoeuf Historical Society, C/O Waterford Days, PO BOX 622, Waterford, PA 16441

This money helps with the cost of advertising for Waterford Days, which you agreed to pay when you submitted the form to be included in the Waterford Days advertising campaign. The campaign includes such media as: printed program books, printed Schedule of Events, placemats, website advertisements, online event calendars, yard signs, flyers, television spots, and newspaper and other periodical advertisements in both Erie and Crawford counties.

Contact Name: \_\_\_\_\_

Group or Organization: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Non-Profit ID # \_\_\_\_\_

Total Profit \$ \_\_\_\_\_

10% of Profit (profit x 0.10) \$ \_\_\_\_\_

Minus Period Dress Discount (\$5 x # of days) \$ \_\_\_\_\_

Total Due (10% - discount) \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_