

# Fundraising Event Intake Form

We are excited to hear you are interested in fundraising. Charitable contributions are managed by the MUSC Foundation, a 501 (c)(3) tax-exempt organization. Our office is the Department-level liaison that you will work with to secure Department-level and Enterprise-level approval for your event or campaign. MUSC Foundation has a set of guidelines that must be adhered to. This intake form is your initial Department-level step to start the process. Please note that per MUSC Foundation fundraising guidelines, all events must be submitted a minimum of 90 days in advance for review.

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## Basic Planning Information

Department of Psychiatry Division/Area Responsible for Event: \_\_\_\_\_

Department of Psychiatry Division Event Coordinator Name(s): \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Proposed Event Name: \_\_\_\_\_

Proposed Event Date \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Proposed Location (Address, City, State, Zip): \_\_\_\_\_

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## Further Details

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a specific fund or initiative the funds are being raised for? Please describe: \_\_\_\_\_

\_\_\_\_\_

Event attendance is:  by invitation only  open to the public Projected Attendance Number: \_\_\_\_\_

Please list any corporate sponsors that will be involved: \_\_\_\_\_

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Please submit form for review to:  
Melissa E. Milanak, Ph.D.  
Director of Community and Alumni Relations  
milanak@musc.edu | 843-792-0042



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