



M.A.S.E

Mission Advancement through Special Events: Application

CONTACT INFORMATION	
Organization:	
Contact Name:	
Address/Line 1:	
Address/Line 2:	
City:	
State:	
Zip Code:	
E-mail:	
Fax:	
Daytime Phone:	
Cell Phone:	
 Mission Statement for your Organization: How did you hear about us?	

Proposed Event	
First Choice	
Day:	
Date:	
Time:	
Second Choice	
Day:	
Date:	
Time:	
Type of Event:	
Number of Guests:	
Space/Equipment Needed:	

Please Note:

- Application must be accompanied by a cover letter (please limit to 300 words). The cover letter should include:
 - Description of the organization’s work, mission, and vision
 - The purpose of and audience for the proposed event
 - The correlation between the event/organization and the mission of President Lincoln’s Cottage
 - Areas of potential partnership, if no relationship currently exists between the organizations
- Submitting this application does not mean your event is confirmed.
- Submission may be made by mail, email, or fax to:

Jerry Jeffries
Events Manager
PRESIDENT LINCOLN'S COTTAGE