

Coalition for the Homeless of Central Florida Third Party Events Agreement and Promotions Guidelines

Third Party Events are a great way to financially support the Coalition for the Homeless and provide a better future for the homeless that need help in our community. All Third Party Events are greatly appreciated; however, Coalition for the Homeless of Central Florida reserves the right to decline participation or cancel participation in an event for any reason.

A Third Party Event Form must be submitted at least three weeks prior to the event.

No action should be taken on any event until the form is submitted and approval is received from Coalition staff.

The following guidelines have been developed to protect both the individuals, organizations and corporations hosting events (“Sponsor”) and the Coalition for the Homeless of Central Florida.

1. Sponsor is responsible for ALL event coordination, marketing/promotion and sales.
Coalition for the Homeless will not finance any expenses related to a Third Party Event or assume responsibility for any debts incurred.
2. Any use of the Coalition for the Homeless logo or inclusion of the name in all event promotion MUST be approved by Coalition for the Homeless of Central Florida at least three weeks in advance of the event. Any contact with press or other media must be coordinated with Coalition for the Homeless.
3. Sponsor is responsible for complying with all applicable local, state and federal regulations regarding a charitable event.
4. Donors to Third Party Events who wish to be receipted must make checks payable to Coalition for the Homeless of Central Florida and provide an address. Cash donations must be received with a list of donors, addresses and specific amounts, otherwise cash will be collected as an anonymous gift. If event is a benefit, the donor will only be receipted for the donation amount minus the fair market value of the benefit.
5. Due to limited resources, Coalition cannot guarantee Coalition staff or volunteers will attend an event. It is considered the responsibility of the person or organization conducting the event to fill volunteer positions.
6. All promotional material related to an event benefiting the Coalition must be reviewed and approved by the Coalition.
7. Third-party events are not coordinated by or the responsibility of Coalition for the Homeless of Central Florida. Do not state or imply that Coalition sponsors the event, because Coalition for the Homeless cannot take responsibility or assume liability for the event.
8. The Organizer will be solely responsible for all event costs and expenses incurred.

THIRD-PARTY EVENT PROPOSAL FORM

Please complete this form in full

PLEASE PROVIDE SOME BACKGROUND DETAILS:

Date of Request: _____

Project/Event Title (if applicable): _____

Location: _____

Event Date: _____

APPLICANT OR LEAD ORGANIZATION INFORMATION:

Name of Individual/ Organization/Group _____

When was your organization established? What is your purpose? Do you have a connection to Coalition for the Homeless of Central Florida?

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____ WEBSITE: _____

Contact Person (name & position title): _____

How will you publicize/promote your fundraiser? Will the publicity be handled by an agency? If so, please provide the contact information.

Posters/flyers Newspaper Ads Website Radio Other

Will there be printed materials produced in conjunction with this event? Yes No

Do you intend to use Coalition logo or our name on your advertising? Yes No

How will Coalition logo be used? _____

**** Please note all materials to contain the Coalition logo must be approved by Coalition staff prior to production. The Logo and name cannot be used without permission.***

PLEASE TELL US WHAT YOUR EXPECTING FROM US:

Do you foresee the use of Coalition materials? Yes No

If **yes**, please provide details:

Print materials will be required Estimated # _____

A representative from Coalition requested to: _____

Other: _____

**Note – we may or may not be able to provide a representative at your event*

Please provide a description of your event:
(Including logistics, venue, numbers of attendees, costs, etc. – use additional space if needed)

** Please allow at least 3 weeks for final approval of your proposal**

For internal Coalition use only

Date received: _____

Date reviewed: _____ Reviewed by: _____

Approved Declined

Notes: