

# Community Event Guidelines

## Home of the Innocents Involvement

Due to limited time and resources, Home of the Innocents' staff and volunteers, in most cases, cannot provide support to plan, promote and/or attend events. Any promotional efforts needing the Home's support must be discussed and approved by the Home's Outreach Manager.

Typically, third party events do their own PR. However, with approval, you may use the Home's name and logo. All materials using the logo must meet Home of the Innocents' Graphic Standards and must be approved by the Outreach Manager before final printing.

## Promotional Support

All advertisements and other event-related promotional materials used to promote the event must be approved by the Home's Outreach Manager prior to use. All promotional materials must clearly state the percentage of proceeds that will benefit Home of the Innocents.

## Financial Information

The Home does not assume any legal and/or financial liability for third party events. Event expenses cannot be paid by Home of the Innocents.

Proceeds from events should be presented to the Home within 30 days after the event, unless otherwise agreed upon.

## Licenses & Permits

It is the responsibility of the person(s) organizing the event to obtain all applicable permits, licenses and insurance certificates that may be required for an event.

All contracts and permits related to the event must be issued in the name of the sponsor and signed by an authorized representative of the sponsor. Contracts or permits must not commit Home of the Innocents to any contractual obligations and no representation of the sponsor may sign anything on behalf of the Home.

## General Guidelines for Event Approval

All events will be considered on an individual basis. Generally, the following events will not be approved:

- Events that require the Home to sell merchandise, tickets, coupons, etc.
- Events that require significant attendance from the Home staff and/or volunteers

Home of the Innocents must be notified if there are any significant changes to the fundraising event once it has been approved.

