



Community Fundraising Event Agreement

Susan G. Komen Charlotte® is accountable to the public for all fundraising activities using our name. The following information will be used to determine if and how our office will be able to participate, and if a Community Fundraising Event Agreement is required.

EVENT CONTACT INFORMATION:

Name: _____

Phone: _____

E-mail: _____

EVENT DETAILS:

Name of event: _____

Company hosting event: _____

Event date(s): _____

Event time(s): _____

Event location: _____

Is the event private or open to the public: _____

Are tickets being sold prior to the event? If so, where? _____

Please provide any other details about your event that may be helpful to potential attendees:

- _____
- _____
- _____

FUNDRAISING GOAL: \$ _____

PERCENTAGE YOU WISH TO DONATE TO KOMEN CHARLOTTE: \$ _____

EVENT PROMOTION:

Every community partner is responsible for their own event publicity. All materials using Susan G. Komen Charlotte or the Susan G. Komen Charlotte logo must be approved prior to distribution.

We want you to have a very successful fundraiser, and there are valuable benefits to officially registering your fundraiser with the Affiliate. However, due to time and resources, Komen Charlotte offers different levels of support for every event. Once we have a better understanding of your event, the Events Manager will access which resources we are able to offer (listed below).

- ✓ Breast health educational materials
- ✓ Use of Komen Charlotte logo on promotional materials
- ✓ Event Promotion once on Komen Charlotte event calendar, newsletter and on website/social media
- ✓ Komen Charlotte table display and volunteer(s)
- ✓ Survivor speaker (based upon availability)
- ✓ Komen Charlotte banner for event display (if available)

INSURANCE:

Event organizers are required to obtain the necessary permits and insurance. Komen Charlotte and all related entities cannot assume any type of liability for your event.

A Certificate of Liability Insurance should be submitted with the signed copy of the Agreement.

Event organizer has read the enclosed Third Party Event Guidelines and agrees to abide by them. Susan G. Komen Charlotte ® is not liable to any party or vendor for any fees, costs, or payments of any kind; and Applicant agrees to indemnify and hold harmless Komen Charlotte and Susan G. Komen® national organization against any claims by third parties or vendors for such fees, costs, or payments incurred pursuant to this Agreement.

Please contact Komen Charlotte with any questions or concerns that you may have regarding insurance requirements.

Event Organizer Name (please print): _____

Signature: _____

Please return completed form to: Komen Charlotte
ATTN: Amy Dzura
2316 Randolph Road
Charlotte, NC 28207

via fax: (704) 347-8145 **via e-mail:** a.dzura@komencharlotte.org

Please send fundraising check to: Komen Charlotte
ATTN: Amy Dzura
2316 Randolph Road
Charlotte, NC 28207

**** Please include the name of the event in the memo line of the fundraising check ****