External Event Letter of Agreement

Thank you for naming Free Arts for Abused Children of Arizona a beneficiary of your upcoming event. As a nonprofit organization, we rely on community support and could not provide our resilience-building programs for children who have faced the trauma of abuse, neglect, and/or homelessness without generosity like yours.

Please review, sign, and submit the External Event Agreement form to development@freeartsaz.org. Fillable sections are highlighted in yellow and an image can be added above the signature line. If you have any questions or concerns, please contact development@freeartsaz.org.

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| --- | --- |
| **Organization Name** | TYPE HERE] |
| **Contact Name** | TYPE HERE] |
| **Contact Title** | TYPE HERE] |
| **Contact Phone** | TYPE HERE] |
| **Contact Email** | TYPE HERE] |
| **Contact Address** | TYPE HERE] |
| **Event Title\*** | TYPE HERE] |
| **Event Date**  | TYPE HERE] |
| **Event Time**  | TYPE HERE] |
| **Event Address** | TYPE HERE] |
| **Expected Attendance** | TYPE HERE] |
| **Anticipated Cash Amount** | TYPE HERE] |
| **Payment Instructions** | Please make checks payable to “Free Arts for Abused Children of Arizona” within 30 days of event date. For alternative payment methods, contact development@freeartsaz.org.  |

\*All Free Arts print collateral and/or media will refer to the event by the above title.

For the event named above, you agree to:

* Make public the net amount that will actually be donated to Free Arts. Potential donors must be informed whenever less than 100 percent of the net proceeds will be donated to Free Arts. (For example: “Ninety percent of the proceeds will benefit Free Arts for Abused Children of Arizona” or “All proceeds from the silent raffle – and only those proceeds – will benefit Free Arts for Abused Children of Arizona.”)
* Based on I.R.S. requirements, state what portion of the contribution for all tickets, invitations, or entry forms is tax deductible. If donors will receive a product or service in exchange for their donation, subtract the value (whether it is donated or not) of the product or service from the contribution. The remaining amount is tax deductible;
* Initiate a marketing campaign promoting the event including, e.g., local publication press releases, e-mail newsletter insertion, e-mail blasts, flyer creation /distribution, and local/peer group networking activities;
* Inform event participants – either in promotional materials or during the event as an announcement – that, “as an Arizona Qualifying Foster Care Charitable Organization, donations to Free Arts are eligible for a state income tax credit of up to $500 for taxpayers who are single or married filing singly and up to $1,000 for taxpayers who are married filing jointly”;
* Provide a prominent, visible table or area on the day of the event for Free Arts to display information about our programs, if requested;
* Adhere to the Free Arts graphic standards for use of the name, logo and color brand and style guide when describing our organization;
* Utilize the Free Arts logo in a manner that is consistent and respectful of our core values and mission to serve children who have been abused, neglected, and/or homeless;
* Prior to distribution or print, provide any and all promotional material utilizing the Free Arts name or logo for our review and approval;
* Obtain any necessary permits, licenses, contracts, or insurance. Please attach completed copies to your Agreement;
* Indemnify and hold harmless Free Arts and all its officers, directors, and employees from any and all claims and liabilities in any way related to the event activities.

For the event named above, Free Arts agrees to:

* Provide logo, graphic standards, and style guide for event promotion;
* Provide information about Free Arts to be made available during the event in the form of printed materials, videos, and/or staff or volunteer representatives;
* If circumstances warrant, Free Arts may at any time through any of its directors, officers, or employees direct you to cancel Free Arts’ participation in this activity. You hereby agree to cancel Free Arts participation upon request. If so directed, you further agree to release Free Arts, and its officers, directors, and employees from any and all liability and connection to any such action.

It is in the spirit of collaboration that we support this agreement. We look forward to working with you and appreciate your enthusiasm for our mission to transform children’s trauma to resilience through the arts.

Signed,

 INSERT DATE HERE

[INSERT STAFF NAME HERE] Date

Free Arts for Abused Children of Arizona

 INSERT DATE HERE

INSERT SIGNER’S NAME HERE Date

INSERT ORGANIZATION NAME HERE