



Third Party Event Agreement

(Agreement must be submitted at a minimum of three weeks prior to the scheduled event)

Event Organizer Contact Information

Organization Name: _____

Contact Name: _____

Mailing Address: _____

E-mail: _____

Phone: _____ Fax: _____

Website (if available): _____

Event Information

Event Name: _____

Note: Please reference the event as "Benefitting CASA of the South Plains", not a CASA event.

Event Description: _____

Event Date(s) and Time: _____

Location of Event: _____

Is this event open to the public? Yes No

Is there an admission charge or requested donation amount to attend the event? Yes No

If yes, what is the charge? _____

How will funds be generated for CASA of the South Plains? *(Check all that apply)*

Ticket Sales / Entry Fee Donations from attendees Percentage of sales

Other: _____

How many people do you expect to attend the event? _____

How will you promote the event? *(Please submit to CASA of the South Plains, Inc. a proof of all promotional materials for the event referencing CASA prior to printing.)* _____



Projected Income: _____

Projected Expenses: _____

Projected Donation: _____

We ask participants / attendees be informed of the exact amount their participation benefits CASA of the South Plains, Inc. Preferable disclosure statements take the form of these examples:

- All donations will be remitted to CASA of the South Plains, Inc.
- ____% of each ticket sold will be given to CASA of the South Plains, Inc.
- ____% of net proceeds will go to CASA of the South Plains, Inc.
- A minimum of \$_____ is guaranteed to CASA of the South Plains, Inc.

A statement such as “A portion of the proceeds benefit CASA of the South Plains” is not considered complete.

When will payment be made to CASA of the South Plains? _____

Are you requesting attendance from CASA of the South Plains staff? If yes, please explain: _____

Terms and Conditions

Rules: The organization holding the event may not identify themselves as the spokesperson or representative for CASA of the South Plains, Inc. All press releases, advertisements, marketing, and communications materials produced to publicize the event must first be approved by CASA of the South Plains, Inc. The organizer shall not engage in any conduct in relation to the event that may be injurious to CASA of the South Plains, Inc. or its goodwill and trademarks, as determined by CASA.

Financial: The organizer agrees to organize the event and pay for all costs associated with the event. The organizer indemnifies CASA against all debts, liabilities, and expenses incurred in the planning, coordination and conduct of the event. The organizer is responsible for complying with all IRS regulations regarding the event and any charitable deductions. The organizer agrees to inform CASA of the South Plains, Inc. of any sponsors or in-kind donations it plans to seek, in an effort to avoid duplication. In accordance with section 6115 of the Internal Revenue code, CASA of the South Plains, Inc. agrees to provide acknowledgement of the funds as a charitable donation, meaning that no goods or services were provided by CASA in exchange for the donation.

Permits and Liability: The organizer is responsible for obtaining any and all permits, licenses, registrations and / or insurance for the event. If it is a sporting event, the organizer must require all participants to sign a waiver / release. If insurance is necessary, please add CASA of the South Plains, Inc. to the policy. The organizer further agrees to indemnify CASA against any fees or costs or penalties imposed on CASA for any failure to obtain any required permits in respect to the event.



Promotion: The event organizer may choose to be responsible for all marketing and advertising of the event or may co-promote the event with CASA of the South Plains, Inc. All promotional materials created by the event organizer **MUST** be submitted and approved by CASA of the South Plains at a minimum of two weeks prior to usage. In addition, the use of the CASA name, logo, and website, must be approved by CASA of the South Plains, Inc.

Check Selection that Applies:

- Event organizer will be responsible for all marketing and event promotion.
- Event organizer will work with CASA of the South Plains, Inc. marketing department to promote event.

For events co-promoted between CASA of the South Plains, Inc. and the event organizer, all event details, including company logos and artwork, must be received from the event organizer at a minimum of two weeks prior to the scheduled event. The following promotional materials will be provided by CASA of the South Plains, Inc.:

- 6 social media posts.
- Event marketing email distributed to CASA stakeholders: volunteers, donors, board members, and/or staff. *(at the discretion of CASA of the South Plains, Inc.)*
- Inclusion of third party event on CASA's website calendar.
- Event flyer *(if necessary and at the discretion of CASA of the South Plains, Inc.)*

For promotional material submission, logo requests, and questions regarding marketing materials please contact Gabe Ballesteros, Director of Communications and Marketing at gabrielb@casaoftthesouthplains.org or call (806) 763-2272.

Third Party Approval

Each third party event will be considered individually.

I / We hereby understand, agree and submit the following:

CASA of the South Plains will not assume any legal or financial liability for the above referenced event. Furthermore, we understand and agree CASA must approve, prior to printing and distribution, any use of its name and / or logo.

Event Coordinator _____ Date _____

CASA of the South Plains, Inc. Representative _____ Date _____

Please make a copy of this agreement and send the original to:

Devin McCain
Development Associate
1215 Avenue J, #301
Lubbock, TX 79401
devinm@casaoftthesouthplains.org
Phone: 806-763-2272
Fax: 806-763-2273