

# Special Event Guidelines



In order to assist you in the planning and the awareness of funds needed for your event, along with requesting Streetsboro Family Days as a supporter, minus a sponsorship, we have developed the following guidelines for your fundraiser. We ask that if you use our name for your fundraising activities, you follow our guidelines and fill out all of the necessary paperwork.

Please complete this **Event Planning Form** at least 45 days prior to the scheduled date to be reviewed and approved, if you wish to sponsor a special event or promotional campaign to benefit the event. Until the event has been approved, no public announcements can be made and the event should not be promoted in any way.

## **Insurance and Liability:**

Streetsboro Family Days cannot provide liability insurance or coverage for your event. Streetsboro Family Days cannot accept responsibility or liability of any kind for any activity or action resulting from your efforts or those of your organization on behalf of Streetsboro Family Days. It is understood that you are acting as a separate independent contractor and are in no way affiliated with Streetsboro Family Days.

## **Streetsboro Family Days is Happy to Provide Help For Your Fund Raiser in the Following Ways:**

- We will provide suggestions via phone and e-mail for possible events. Suggested ideas include: bake sales, spaghetti dinners and loose change collections at schools etc.
- We will allow your event to use our logo and supply the logo via a jpeg and/or eps file\*
- We will provide your event with Streetsboro Family Days printed materials and information when possible.
- We will provide you, if needed, a proof of nonprofit status 501(c) (3).
- We will if possible send a Streetsboro Family Days representative to your event.
- We will work with you to promote your event when possible.
- We will ask our volunteers to post flyers for your event to help spread the word.

## **Our Limited Resources Make It Impossible to Promise the Following:**

- We cannot guarantee on-site staff or volunteer support at your event.
- We cannot extend our tax exemption to you or provide insurance coverage for your event.
- We cannot provide giveaways or prizes for silent auctions.
- We cannot provide funding or reimbursement for event expenses.
- We cannot solicit sponsorship revenue for your event.

## **Business Solicitations:**

Streetsboro Family Days relies on the generosity of local businesses throughout the year to provide vital support for our yearly festival. If your event plan includes soliciting local businesses for either cash or in-kind support, please include a copy of your prospect list with your **Event Planning Form**. Your prospect list will be reviewed by the SFD committee to ensure your solicitations do not conflict with existing relationships or development plans.

*\*Any printed or web materials you create that use the Streetsboro Family Day name or logo must be approved. Please email copies of all publicity materials in advance to:*

**Chuck Kocisko - [lynkoko@gmail.com](mailto:lynkoko@gmail.com) or Tori Tedesco - [tori@toritedesco.com](mailto:tori@toritedesco.com)**

For questions, please contact either Chuck Kocisko, 216-905-8031 | [lynkoko@gmail.com](mailto:lynkoko@gmail.com)  
Tori Tedesco, 330-922-1455 | [tori@toritedesco.com](mailto:tori@toritedesco.com)

# Community Event Planning Form



Name of sponsoring/hosting individual, company or organization:

\_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Company Web site \_\_\_\_\_

Describe your fundraising event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Rain date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (if applicable)

Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

Location: \_\_\_\_\_

Expected attendance? \_\_\_\_\_

Target audience? \_\_\_\_\_

Have you or your organization ever conducted this event before? Yes No

If yes, date when \_\_\_\_/\_\_\_\_/\_\_\_\_ organized.

How do you plan to promote the event? \_\_\_\_\_

\_\_\_\_\_

If applicable, please describe your plan for handling fees and donations: \_\_\_\_\_

\_\_\_\_\_

**Please attach a copy of any companies you plan to solicit for donations and sponsorships.**

Contact Person Signature \_\_\_\_\_ Application Date \_\_\_\_\_

SFD Contact Person Signature \_\_\_\_\_ Response date to requester \_\_\_\_\_

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_ If so, why \_\_\_\_\_

## Return to:

Streetsboro Family Days Inc.  
P.O. Box 2222  
Streetsboro, Ohio 44241

## Agreement of Responsibility

I/we understand that Streetsboro Family Days accepts no liability of any kind for activity or actions resulting from the efforts of you or your organization on behalf of Streetsboro Family Days. I/we agree to allow Streetsboro Family Days to approve any written copy, printed material and promotional items using the Streetsboro Family Days name or logo, prior to distribution. I/we understand that the event and any activities involved in the event must be in keeping with the mission of Streetsboro Family Days. I/we agree to indemnify and hold Streetsboro Family Days harmless for any claims for damages or injuries. It is agreed that all of the terms and conditions of the Special Events Guidelines form are incorporated herein as if rewritten.