



To a prospective third-party event organizer,

Thank you for your interest in supporting Granted through a third-party fundraising event. Since our organization does not receive any government funding, we rely entirely on corporate and individual donations, grants, fundraisers, and third-party events. Without events such as yours, we would not be able to effectively grant Wishes to Tri-State children with life-threatening conditions.

The cost of each Wish averages \$6,000. Whether your event raises enough to fully fund one or two Wishes, or a lesser amount that can be applied towards the expenses of a Wish, every bit helps the most vulnerable children of our community.

In this package, you will find a series of guidelines, a fundraising agreement, and information regarding how the Granted team can help you. Please make sure you read through this information and return the agreement to us as soon as possible.

All proceeds from your event should be made by cash, check, or money order, payable to Granted, within 30 days of your event.

If you have any questions or concerns, please do not hesitate to contact us. Our experienced Event Planning team is here to assist you in running a successful event from start to finish.

We truly **THANK YOU** for your help in changing the lives of local children. YOU are making a difference!

Sincerely,

A handwritten signature in blue ink that reads 'Susan Washburn'.

Susan Washburn
Executive Director

Bringing Wishes to Life

Children with special needs come into our lives, leaving footprints on our hearts, and we are never the same again.

Granted Third-Party Event Agreement

Name of organization/group/individual organizing event: _____

Name of person in charge of the event: _____

Phone number: _____ email: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of event: _____

Date and Time of event: _____

Location of event: _____

Describe the event and the fundraising components (ticket sales, raffle, auction, etc.): _____

Estimated number of attendees/participants: _____

Will this be an annual event benefitting Granted? _____

Amount / percentage of proceeds to be donated to Granted: _____

Do you plan on using the Granted logo in any of your materials? _____

Have you read and understood the conditions for using Granted's name and logo in advertising?: _____

I, _____, have read and understood the accompanying Third-Party Event Guidelines and agree to abide by all policies and regulations mentioned therein. I agree to provide all information regarding the event to Granted in the manner described. I agree that Granted has no financial or legal responsibilities for the event.

Signature _____ Date _____

Authorized Granted representatives that have read the details and spoken with the event organizer and agree to be the recipient of listed event.

Granted Board Member

Susan Washburn, Executive Director

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Granted Third-Party Event Information

A Third-party event is any fundraising activity developed by a non-affiliated group or individual where Granted has no financial responsibility and little-to-no staff involvement. Although we actively encourage and greatly appreciate third-party fundraising events, all such events must be approved by Granted in advance.

This is an important safeguard to preserving the integrity of Granted's name and our commitment to raise the funds necessary to fulfill our mission of granting Wishes in a cost-efficient and effective manner. While we are happy to provide guidance for your event, we do not have the personnel to handle the organizational and administrative tasks associated with third-party events. Therefore, the event sponsor is responsible for all details of the event, including:

- ◆ Underwriting of all related costs
- ◆ Recruiting volunteers to help out at the event
- ◆ Publicizing the event
- ◆ Selling event tickets and/or finding participants
- ◆ Working at the actual event

Guidelines

1. Organizers must sign a Third-Party Event Agreement and return it to Granted.
2. The event will be promoted in a manner to avoid statement or appearance of Granted endorsing any product, film, organization, individual, or service.
3. Granted will provide a logo and a written statement that indicates Granted is a recipient of the proceeds from the event.
4. All promotional materials must clearly state that Granted will be receiving the proceeds from the event.
5. Granted must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers, and press releases prior to production or distribution.
6. Event organizers are responsible for obtaining all permits associated with the event.
7. Event organizers must obtain their own liability insurance (if needed) to cover the event.
8. Granted is not financially liable for the promotion and/or staging of third-party events.
9. Granted would like names and addresses of Sponsors and Donors so they may also be thanked by us for their support.
10. Support and participation by Granted staff and/or volunteers is voluntary and limited to available resources.
11. Granted may withdraw the right to use its name and cancel this third-party agreement with 24 hours' notice if it has serious concerns about the event. Granted will not be responsible for financial or other damages that may result from this cancellation.



Granted Third-Party Event Information

How Granted Can Help You

1. Granted can provide you with organizational history, Wish facts and heartfelt Wish stories of individual children to distribute to local media and in other promotional materials.
2. We can provide you with a letter stating that proceeds from the event will go to Granted, and provide our charitable foundation registration number for event sponsors and donors.
3. Once you have completed the contract, submitted it to us, and it has been approved, we can list your event on our website and social media, listing date, time, location, and contact information for your event.
4. We can provide you our logo to use (as approved) to let attendees know proceeds will benefit local children with life-threatening conditions.
5. We can help guide you as you develop an effective marketing plan for your event to help ensure maximum success.

Granted Contact:

Susan Washburn—susan@grantedtristate.org—(812) 425-9474

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