



Ronald McDonald House Charities of Mahoning Valley & Western PA
4900 Market Street
Boardman, OH 44512
Phone: 330-783-5659
Fax: 330-783-5610
www.rmhc-mvwpa.org

Special Event Proposal and Agreement

1. Name/Title of Event _____

Organization Information

2. Organization Name _____

Address _____

Phone _____ Fax _____

Website _____

3. Name of contact person _____ Phone _____

Email _____

Event Information

4. Date and Time _____

5. Location (city and venue) _____

6. Briefly describe the event _____

7. How will revenue be generated? _____

8. Is RMHC sole beneficiary of your event? If not, who else is benefiting?

9. What participation or resources, if any, do you request from RMHC? (Please note, we do not share donor information) _____

Publicity

10. Do you plan to publicize the event? _____ If so, how? _____

Budget Information

- 11. Anticipated total revenues \$ _____
- 12. Anticipated total expenses \$ _____
- 13. Anticipated total donation to RMHC \$ _____
Please note, your donation percentage goal needs to be 80%.

Terms and Conditions

- 14. Sponsoring Organization agrees to provide RMHC with all of the net proceeds from the event along with a written accounting of event revenues and expenses within thirty (30 days after the event.
- 15. In accordance with standards adopted by the Council of Better Business Bureaus, all collateral material relating to the event must specify at the point of solicitation: (a) that RMHC is the benefiting organization; (b) that written information about RMHC is available by calling (330) 783-5659; and (c) the actual or anticipated proceeds that will benefit RMHC.
- 16. In order to avoid inadvertently jeopardizing existing relationships between RMHC and its donors, Sponsoring Organization agrees to receive approval from RMHC before soliciting corporations, businesses, celebrities, sports teams or individuals for cash or in-kind donations relating to the event.
- 17. Sponsoring Organization represents RMHC so that: (a) it will comply with all applicable laws during the planning, promotion, and conduct of the event; (b) all necessary insurance, licenses, and permits will be obtained and will be in force through the conclusion of the event; and (c) it will indemnify and hold RMHC harmless from any and all claims of any kind or nature whatsoever arising out of, or in any related to the event.
- 18. Nothing in this document shall be construed to authorize Sponsoring Organization or any of its employees or representatives, to act as an agent of RMHC.

Thank you for your desire to support Ronald McDonald House Charities of Mahoning Valley and Western PA.

PROPOSED BY:

APPROVED BY:

Name/Title:
Organization:

Coordinator
Ronald McDonald House Charities of
Mahoning Valley of Mahoning Valley &
Western Ohio

Date _____

Date _____