



Date: _____

Third-Party Events Contract

- **CONTACT INFORMATION**

Organization Name: _____

Event Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Company Website (If Available): _____

- **GENERAL EVENT INFORMATION**

Event Description: _____

Date(s): _____ Time: _____

Location & Address: _____

Is this event open to the public? Yes / No

- **PAST EVENTS**

Have you organized an FCNMHP third-party event previously? Yes / No

If yes, briefly describe the event. _____

How much money was raised? _____

- **FINANCIAL INFORMATION**

In an effort to assist you in the production of a successful event, please indicate how you will generate revenue:

Ticket Sales/Entry Fee

Donation Drive

Auction

Other _____

Drawing

If generating income through Ticket Sales/Entry Fee, please indicate what percentage will be donated? _____

Anticipated event revenue: _____

Will this be an annual event? Yes / No

- **FCNMHP INVOLVEMENT**

Due to the number of third-party events organized on behalf of FCNMHP, staff and volunteers cannot provide support to plan and promote events. Staff and volunteers may be able to attend a third-party event. Requests for such a presence will be handled on a case-by-case basis and cannot be guaranteed. If you would like to request such, please provide as much detail about your preferences and requirements and we will make every attempt to meet your request.

FCNMHP is unable to:

Provide mailing lists

Pay for any costs associated with your event

Ensure attendance at your event

Send an FCNMHP-generated e-mail. (This may be approved and will be decided on a case-by-case basis.)

- **MARKETING AND PROMOTIONS**

Typically, third-party events do their own PR. Upon approval, you may, in most instances, use the FCNMHP name and logo. FCNMHP must pre-approve all promotional materials before distribution, including - but not limited to - fliers and press releases. All materials must clearly indicate that the event is not sponsored by FCNMHP. It is important that the FCNMHP name and logo be used correctly and spelled properly. Always refer to the organization as First Coast No More Homeless Pets. Please adhere to the following logo guidelines:

The logo may be reproduced in all black or in all white on a black or equally dark background. For all color print jobs the color logo should be used. Please contact us for the proper jpeg, gif, and eps files.

• **THIRD-PARTY APPROVAL**

Each third-party event will be considered individually. Generally, the following events will not be approved:

- _ Events located in close proximity to another FCNMHP event
- _ Events that require FCNMHP to sell merchandise, tickets, coupons, etc.
- _ Events that require significant attendance from FCNMHP staff and volunteers
- _ Events associated with businesses or individuals known to conduct themselves in a manner not compatible with FCNMHP Mission.
- _ Events that result in the sale, auction, or raffling of animals

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

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

Event Coordinator / Contact

Date

Development Coordinator / FCNMHP

Date

Thank you for your support of First Coast No More Homeless Pets!

Please return your completed form to:

Development Coordinator

6817 Norwood Avenue

Jacksonville, FL 32208

904.338.0819 Fax

fundraising@fcmhnp.org

First Coast No More Homeless Pets has served the community since 2001. Our spay/neuter efforts depend on the financial support of businesses and individuals within the community. Join us and help end the needless killing of cats and dogs in our communities. Thank you for your support!