



INDEPENDENT FUNDRAISING EVENT GUIDELINES AND AGREEMENT

Thank you for your interest in helping to raise friends and funds for the Living Room! Our agency depends on the support of churches, businesses, civic groups, and professional organizations in the Atlanta metropolitan area to help us continue providing hope and housing to people living with HIV/AIDS. We could not continue to make a difference in the lives of others without your dedicated support, so thank you!

The Living Room development staff has created these guidelines for all special events proposed by external organizations, groups or individuals who wish to fundraise on behalf of the Living Room. We ask that you confirm your event and its details with our development staff before beginning to announce, publicize, or stage your event.

GUIDELINES

How We Can Help You

Once you have received approval from our development staff, we are happy to provide the following materials and support to organizations, groups or individuals who participate in the IFE Program:

- Logos
- Newsletters
- Informational materials about the Living Room
- Event posted on livingroomatl.org (for events that 50% or more of revenue benefits the Living Room)
- Access to Firstgiving.com – personalized online donation website
- If your event raises more than \$1,000 your event will be listed in our annual donor report

Unfortunately, due to limited staffing or other restrictions, the Living Room cannot provide the following:

- Liquor licenses
- Bank accounts or processing of expenses
- Press releases for events
- Access to client, donor, employee, volunteer or other mailing lists

We ask that participating organizations, groups, or individuals please submit event proceeds to the Living Room **within 60 days of their event**, unless a member of the development staff previously approves a different date.

Next Steps

After you have submitted the Independent Fundraising Event Agreement to the Living Room, a member of the development staff will contact you within 2-3 business days about the approval status of your proposed event. If the event has been approved, event organizers will be asked to confirm the details of their event and will be provided supporting materials to start their event planning.

Special Note: The Living Room cannot assume any liability for an event conducted on its behalf.

AGREEMENT

I/we have read and understand all of the Independent Fundraising Event guidelines stated above and agree to comply with all rules as stated. Please print your name, sign and date this form and retain a photocopy for your records.

Name (Please Print): _____

Signature: _____

Date: _____

Please complete, sign and date the Independent Fundraising Event Agreement, and return the form to:

The Living Room
Development Coordinator
341 Ponce de Leon Avenue
Atlanta, GA 30308
Fax (404) 616-8605
www.livingroomatl.org

If you have questions about the IFE Guidelines or Agreement, please call (404) 616-0441