



## **Independent Fundraising Event Frequently Asked Questions (FAQ)**

### **When will I know if my fundraiser has been approved?**

You will be notified by development staff within 2-3 business days as to the approval status of your proposed event.

### **Can I use the Living Room name and logo?**

Yes! As soon as your fundraiser or project is approved and you have signed the Independent Fundraising Event Agreement, you will be provided a logo to use for your promotional materials.

### **Will someone from the Living Room help me plan/run my event?**

Unfortunately, due to limited staffing, the Living Room cannot manage your fundraiser. But we can provide other support and materials for your event including newsletters, informational materials about the Living Room, event posting on our website (for events donating at least 50% of proceeds), and access to Firstgiving.com for personalized online donating.

### **Can I use the Living Room's federal tax identification number?**

The Living Room federal tax identification number may be provided to verify the agency's tax-exempt status as a beneficiary.

### **Can the Living Room issue tax receipts to my donors?**

Yes! The Living Room will provide donation acknowledgment letters for all donations made to our agency. For tax reasons, we cannot supply acknowledgement letters for donations made to you or any other organization. So please encourage your event guests to make their gifts directly to the Living Room.

### **Who do I make checks payable to?**

Checks can be made payable to The Living Room.

### **Will the Living Room provide items for my auction?**

Due to staffing limitations, the Living Room cannot assist you with securing any items for auctions. But we are happy to provide you with a formal endorsement letter to assist you as you seek support for your auction, fundraiser or project.

### **Can the Living Room send a press release or solicit media coverage for my event?**

Event organizers are welcome to contact local media regarding your event. The Living Room cannot write or distribute any press releases for your event or solicit media coverage on your behalf.

### **Will the Living Room design any promotional materials for my event?**

Event organizers are welcome to use our logo to create any promotional materials once their event has been approved. However, the Living Room cannot provide design service.

**Does the Living Room provide insurance for my event?**

For legal reasons, the Living Room cannot assume any liability for an event conducted on its behalf.

**Will the Living Room find volunteers for my event?**

Event organizers are responsible for coordinating volunteers for their event. If you're having trouble locating volunteers, contact the Living Room for suggestions on where to get the help you need.

**How do I pay the expenses from my event?**

Event organizers are responsible for covering all expenses. Because of restrictions imposed by our auditor, the Living Room cannot fund or financially support community fundraisers. But here's how we can help! The Living Room can assist you with your event planning and budgeting by providing you with a budget planning worksheet at your request. Using the budget planning worksheet, you can develop a budget reflecting the type of event you are having and the many costs related to the event. As you start to collect money, we suggest that you keep some funds on hand to help pay your expenses.

**Can I get access to the Living Room's mailing lists to invite people to my event or ask for donations?**

Unfortunately, due to confidentiality requirements, the Living Room cannot release client, donor, employee, volunteer or other mailing lists for the purpose of solicitation of funds or participation in your event or project. We encourage you to promote your event using your existing mailing lists and social circles of friends and colleagues. You will be helping us to raise awareness about our agency and make new friends!