



More than a Change, A Chance

## Third-Party Event Guidelines

Thank you for your interest in planning an event to benefit the Dismas House of Nashville. We're very grateful for your potential support! Please take a moment to review our guidelines and complete this application. Once we have reviewed your application, we'll respond to you to let you know you can get the ball rolling.

By hosting a fundraiser, the third-party assumes the responsibility of creating a successful event without a significant level of assistance from Dismas House of Nashville. Special events and fundraising efforts conducted to benefit Dismas House of Nashville should be run by organizations or individuals who are financially responsible, of well-established reputation, and motivated by a genuine desire to help Dismas House of Nashville.

We appreciate your desire to help foster awareness and support our mission to improve lives and strengthen communities by providing the formerly incarcerated with holistic reentry programming that breaks the cycle of incarceration. The funds raised from third party events can support Dismas House of Nashville's general fund, special events fund, capital campaign fund or the forgiveness luncheon fund.

If you are interested in organizing and conducting a third-party fundraiser to benefit Dismas House of Nashville, please follow these guidelines:

### Event Approval

- No action on a proposed fundraiser benefitting Dismas House of Nashville may be taken until approved by the Vice-President of Development.
- A third-party event Information Form must be submitted to determine if the event/campaign is within Dismas House of Nashville guidelines, consistent with the mission and feasible within our existing calendar of events.
- The third-party event organizers are responsible for the planning and execution of the event, including all set-up, promotion, staffing and/or volunteers, and liability.

### Promotion and Logo Usage

- Any promotion of the event/campaign, mentioning or including Dismas House of Nashville's name, mission or logo, must be approved prior to printing or release.
- Dismas House of Nashville will not necessarily solicit participation from our database for any third-party event beyond listing the event on our website, including information in our newsletter and/or posting to our social media pages.



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### **Sponsorship**

- Event organizers cannot solicit sponsors (both for cash and product/service donations) on behalf of Dismas House of Nashville without prior permission.

### **Financial Guidelines**

- Fundraisers shall state the terms of the donation Dismas House of Nashville can expect from the event/campaign (for example: 50% of profits, one-time donation of \$1000, or all proceeds). This information must be made specific in event promotions.
- Dismas House of Nashville must receive all proceeds within thirty (30) working days of the conclusion of the event/campaign.

### **Dismas House Staff Assistance**

- Dismas House of Nashville will provide the official Dismas House of Nashville logo for use on promotional materials.
- Dismas House of Nashville will provide limited existing Dismas House of Nashville promotional and educational materials for your event such as banners and brochures.
- Dismas House of Nashville will attempt to provide, but cannot guarantee, a representative at your event – a request should be made at least one month prior to the event to allow sufficient time for individuals to be contacted and scheduled.

### **Third-Party Event Considerations**

Each request will be considered individually by the Vice-President of Development. Generally, the following events or promotions will not be approved:

- Events/campaigns falling in close proximity to an existing Dismas House of Nashville event
- Events/campaigns that rely heavily on the use of Dismas House of Nashville staff and/or volunteers
- Events/campaigns that require Dismas House of Nashville to sell tickets, coupons, etc.
- Events/campaigns that require significant attendance from Dismas House of Nashville staff and/or volunteers, or response from our mailing list to generate the majority of revenue



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## Third Party Event Application

**Sponsoring Organization\***

[Click or tap here to enter your organization.](#)

**Contact Name\***

[Click or tap here to enter you name.](#)

**Title/Relationship to Sponsoring Organization\***

[Click or tap here to enter your title.](#)

**Address\***

Street Address [Click or tap here to enter your address.](#)

Street Address Line 2 [Click or tap here to enter your address.](#)

City [Click or tap here to enter your city.](#)

State/Province [Click or tap here to enter your state.](#)

Postal/Zip Code [Click or tap here to enter your zip.](#)

**Email\***

[Click or tap here to enter your email.](#)

**Phone Number\***

[Click or tap here to enter your phone number.](#)

**Signature\***

[Click or tap here to enter to e-sign.](#)

**Application Date\***

[Click or tap here to enter the date.](#)