



White Knot for Equality Event Guidelines

1. The Event Questionnaire must be fully completed and returned to White Knot for Equality for review and written approval at least two (2) weeks prior to the event. No promotion of the White Knot for Equality organization in conjunction with the event can commence until approval is granted. However, any activities fitting within the White Knot mission, as listed in the About section on the whiteknot.org website, are free (and encouraged) to use White Knots on their own regardless of the prospective involvement of the White Knot for Equality organization.
2. It shall be the goal of all Events intended as “fundraisers” to net at least 50% of the gross income. Net proceeds from the approved Event must be presented to White Knot within 30 days of the completion of the event, unless otherwise agreed upon.
3. White Knot for Equality must approve all promotional materials for an Event that makes reference to the actual organization. All copy for advertisements, flyers, invitations, point of purchase displays, and other event-related copy must be approved prior to announcing White Knot as a designated charity.
4. White Knot for Equality’s name, logo and/or materials that display the name, logo, or any image(s) directly associated with White Knot for Equality may not be used by any individual or organization to solicit sponsorship, prizes, underwriting, or in-kind or cash donations from another company or organization in order to support the proposed fundraiser without the consent of White Knot for Equality. Additionally, White Knot for Equality staff will not be able to solicit prizes, sponsorships, underwriting, or in-kind or cash donations for the event, unless otherwise agreed upon.
5. It is the responsibility of the person(s) organizing the Event (“sponsor”) to obtain all applicable permits, licenses and insurance certificates that may be required for the event. All contracts and permits related to the event must be issued in the name of the Event sponsor and signed by an authorized representative of that sponsor. Contracts or permits must not commit White Knot for Equality to any contractual obligations and no representative of the sponsor may sign anything on behalf of White Knot for Equality. Event sponsor shall indemnify and hold harmless White Knot for Equality from and against any and all actions, claims, losses, and/or expenses attributable to the event. If required, sponsor shall maintain general liability insurance in force and provide White Knot for Equality with a certificate of insurance indicating White Knot for Equality as an additional insured at least ten (10) business days prior to the commencement of the event, unless otherwise agreed upon. White Knot for Equality is not responsible for providing liability insurance for Events.
6. White Knot for Equality cannot guarantee volunteers will be available to support the fundraiser. Personal appearances by White Knot for Equality staff or volunteers will be handled on a case-by-case basis. White Knot for Equality will attempt to respond to appearance requests, however, please recognize that the volume of requests exceeds available staff/volunteers.
7. Should the Event include the donation of a percentage of sales to White Knot for Equality, that percentage must be disclosed at the point of solicitation for the event including ticket order forms, invitations, marketing materials, etc.
8. Tax Information: For personal donations made by check payable to White Knot for Equality or in-kind goods and services donated to the approved White Knot for Equality Event, White Knot for Equality will acknowledge contributions as allowed by law, however it is understood that the Event sponsor must provide a complete list of those contact names, addresses, donation descriptions and proof of value, in order to do so.

I have read and agree to comply with the above stated Event Guidelines.

Event Sponsor Name (signature)

Today’s Date

Event Sponsor Name (print)