



EVENT HOST AGREEMENT

Dear Friend of Angioma Alliance,

Thank you for hosting an event benefiting Angioma Alliance and welcome to our community!

We truly appreciate your efforts to help us inform, support and empower individuals affected by cavernous angioma and drive research for better treatments and a cure. We are a volunteer-driven organization that can continue to fulfill its mission because of your dedication.

Adhering to these guidelines and procedures allows Angioma Alliance as an organization to maintain integrity of its brand and mission. Thank you for your compliance during the planning, execution and post-event process.

Event Organization

- All promotion of the event must clearly state that the event is hosted by you and the beneficiary is Angioma Alliance.
- Because we are a small, volunteer-driven organization, we ask that all event hosts are responsible for the planning, execution, promotion, set-up, staffing (including volunteers), and the collection and management of funds/donations. We can provide fundraising tools and pre-event support with flyer creation, setup of a fundraising or event page, and promotion of your event to the Angioma Alliance community.
- All events must be promoted or conducted in a manner to avoid the appearance that Angioma Alliance is endorsing any product, firm, organization or service.

Branding, Promotion and Logo Usage

- We will provide the logo in a .jpg or .eps format to the event host.
- Please send all promotional materials with the logo to us prior to production or distribution.
- The Angioma Alliance logo may not be altered in any way.
- Angioma Alliance may provide postcards, brochures or promotional materials for the night of the event.
- At the host's request, Angioma Alliance may reach out to constituents to attend, participate, volunteer, sponsor or donate to the event.
- Taking event photos is encouraged. Social media posts can be tagged @AngiomaAlliance.
- If the media cover your event, we will provide you with key talking points about Angioma Alliance and cavernous angioma.

Insurance & Liability

- The host of the event will determine insurance needs, if any, sufficient to cover any claim that may arise out of the event.
- If event insurance is needed, please submit your request to salband@angioma.org 30 days prior to the event.
- We cannot provide insurance for in-home events; the host's homeowners policy will cover in-home events.

Financial Guidelines

- **Angioma Alliance must receive all net proceeds and final accounting within (30) business days of the conclusion of each event and/or promotion.**
- We ask that if you need an online fundraising webpage you create one at www.crowdrise.com/angiomalliance and you do not use another online fundraising tool. Because of our relationship with Crowdrise, we are charged



ANGIOMA ALLIANCE

because brains shouldn't bleed

a very low cost to process donations ensuring that Angioma Alliance receives more funds. You can ask Stephanie to create a page for you at salband@angioma.org.

- Angioma Alliance will process the final net proceeds of the event(s).
- Only individual donors who have written checks to the Angioma Alliance will receive an official acknowledgement from us.
- Donor information is the property of Angioma Alliance and can be used to solicit future donations or participation.
- Angioma Alliance does not sell donor information.
- You may not establish a bank or other deposit or transaction account in the name of the organization.
- In-kind donation letters can be issued to donors who have contributed in-kind. We need the donor's name, address, item/service description and value of the item/service as determined by the donor.
- All promotional materials should include the percentage or amount that will be donated to the Angioma Alliance.

Applicable Laws

- As an event host, you are responsible for ensuring that you comply with all applicable laws regarding your upcoming event. This includes federal, state and local fundraising, event, and gaming guidelines, and the sale and distribution of alcohol.
- Please check with Stephanie Alband, salband@angioma.org to ensure Angioma Alliance is a registered charity in your state.

I accept and agree to abide by the terms of these guidelines with respect to my Event (s) to benefit the Angioma Alliance. I hereby release and agree to indemnify and defend the Angioma Alliance, its officers, directors, employees and agents, from and against any and all claims, loss, liability, damages and expenses (including reasonable attorney's fees and other costs of litigation) imposed against or incurred by Angioma Alliance arising out of or related to any event I host or any violation by me of these Host Guidelines.

Host Name: _____ Company/Association (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Event Name: _____ Event Date: _____

Event Time: _____ Event Location: _____

Event Description:

Expected Number of Attendees (if applicable): _____ What is your net fundraising goal? \$ _____