



HALO Event Agreement

If you or your organization would like to plan an event involving The HALO Foundation ("HALO"), please provide the following information and review and sign the event agreement below. Thank you for your support!

Information

Name of Event: _____ Date: _____

Contact Name: _____

Contact E-mail: _____

Contact Phone: _____

1. While the projected amount of funds raised at the event may vary, you or your organization hereby agrees to donate a minimum of \$_____ to HALO **no later than 14 calendar days after the date of the event**. Within 10 calendar days of the date of the event, you or your organization will fully disclose to HALO the amount of funds raised and costs incurred by the event.
2. At least 14 calendar days prior to the event, you or your organization will inform HALO of the involvement of any outside parties or organizations. HALO hereby retains the right to withdraw its involvement in the event at any time.
3. All promotional material for the event that uses the HALO name or HALO images, including, but not limited to photographs of HALO children, HALO logo, HALO name, HALO volunteers, HALO Web site content, and/or HALO videos, must be approved by a designated HALO representative prior to any release or display of such materials. If any such materials are released prior to approval by HALO, HALO retains the right to withdraw its involvement in the event at any time.
4. At least 30 calendar days prior to HALO's involvement in your event, you must communicate to HALO your expectations for the event, including, but not limited to your expectations for HALO volunteers, promotion efforts by HALO, budgetary requirements for every party involved in the event, and logistical operations of the event.
5. HALO will commit the following number of volunteers to this event for the following positions: Payment processing _____ Check in and check out _____ HALO Representation at the event _____ Overall execution of event _____ Event follow up _____ Serving of food/beverage _____. Volunteers will be expected to work on _____ date from _____ to _____. (Date and Time)
6. HALO will promote this event in the following way(s):

7. HALO will provide the following additional material(s) to the event:

8. _____ will supply food for the event.
9. _____ will supply beverages for the event.
10. What is your budget for this event?

11. HALO retains the exclusive authority and discretion to distribute any and all funds raised by the event and donated to HALO.
12. If the event involves any physical activity, all event participants must sign a release waiver on the day of the event. The waiver forms will be provided by HALO. Participants under 18 years of age must have the signature of a parent or legal guardian.
13. You and/or your organization agree that HALO is not and will not be liable for any damages resulting from HALO's participation in the event.

Signature of HALO Representative _____ Date _____

Signature of Event Host _____ Date _____

Please e-mail a copy of the signed agreement to halo@haloworldwide.org. If you have questions, contact us at 816.472.4256.