



UMOM New Day Centers - Third Party Events Form

Contact Information

Sponsoring Company/Organization: _____

Contact Name: _____ Title: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Event Information

Description of proposed event and how it will support UMOM? _____

Is this an ongoing, annual or one-time event? _____

Have you hosted this event in the past? _____ If yes, which charities were supported?

What % or amount of the proceeds will UMOM receive? _____

Will the Event generate other revenue, and if so, please describe: _____

How will the funds be tracked/reported? _____

Based on the nature of your activity, will any of the following be required? (yes/no)

Insurance: _____ Permits: _____ Liability releases: _____

If so, have you secured these documents? _____

Do you plan to publicize/market your activity/event? _____

Please describe the marketing efforts: _____

What is the date and time of the event or range of dates for the promotion? _____

Will you require use of UMOM's logo? _____

If so, please answer the following:

How many times will you use the logo? _____

Where will logo be used? List publications _____

Please note that any usage of the logo will FIRST require a proof being sent to UMOM for approval.

Sponsoring organizations agree to submit a proof for approval prior to distribution, broadcast, or publication of all printed materials, publicity releases, and advertising relating to any Event/Activity, which mentions UMOM or contains its logo. If a proof is not approved, the logo usage is not allowable on any occasion.

Send all proofs via email to:
Jessica Palacio, Special Events Manager
jpalacio@umom.org

Or mail to Jessica Palacio, UMOM, 3333 E. Van Buren, Phoenix, AZ 85008

Accordingly, the Sponsoring organization realizes that it represents UMOM and that:

- a) it will comply with all applicable laws during the planning, promotion, and conduct of an Event,
- b) all necessary insurance, licenses, and permits will be obtained and will be in force through the conclusion of the Event,
- c) the event will result in NO cost or expenses to UMOM whatsoever, unless expressly agreed in writing to the contract,
- d) it will indemnify and hold UMOM harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to , the sponsoring Event/activity,
- e) It will be the responsibility of the sponsoring organization to secure volunteers and staff required to operate the activity unless expressly agreed in writing, and
- f) UMOM does not loan or give out its mailing list for such events, but may consider doing a mailing on behalf of the sponsor.

Nothing in this document shall be construed to authorize a Sponsoring Organization, or any of its employees or representatives, to act as an agent of UMOM (e.g. Sponsoring Organization may not open a bank account in UMOM's name, etc.)

Lastly, to avoid inadvertently jeopardizing existing relationships between UMOM and its donors, a Sponsoring Organization agrees to receive approval from UMOM before soliciting corporations, businesses, celebrities, sports teams, or individuals for cash or in-kind donations relating to the Activity/Event.

We are deeply grateful for your support of UMOM through this event/activity. It is because of caring people like you that we are able to help break the cycle of homelessness.

Proposed by:

Approved by:

Name/Title Sponsoring Org. Representative

Jessica Palacio, Events Manager

Date: _____

Date: _____

Karen Fletcher, Chief Development Officer

Date: _____