



Information for Community Event Sponsors

Thank you for considering sponsoring an event to benefit Meals On Wheels, Inc. of Tarrant County! In order to ensure the success and mutual satisfaction of such events, Meals On Wheels of Tarrant County has put in place the following guidelines:

Special Events Policies

- A registration form must be filled out and submitted to the **VP of Marketing** via email. The event opportunity may be referred to the **CEO** or Marketing Committee for final approval. Participation in any event will be considered on a case-by-case basis. Please complete and submit the Event Sponsorship Registration Form
- All projects must be non-political in nature.
- The sponsoring organization will provide all staffing and volunteers for the special event unless otherwise agreed upon by Meals On Wheels of Tarrant County.
- The sponsoring organization must agree to hold Meals On Wheels of Tarrant County harmless for any damages arising from the proposed activity. If insurance coverage is obtained for the event, Meals On Wheels, Inc. of Tarrant County should be listed as co-insured.

Publicity and Media

- In most cases, the sponsor will handle all event publicity. Requests for media assistance from Meals On Wheels of Tarrant County will be considered on a case-by-case basis.
- If mutually agreed upon, Meals On Wheels of Tarrant County will provide the following advertising support: website publicity, distribute flyers to Meals On Wheels of Tarrant County volunteers, posters at pickup sites, and newsletter acknowledgement or announcements.
- Use of Meals On Wheels of Tarrant County's name and/or logo must be approved in advance. Please submit a draft of marketing materials to the **VP of Marketing** for prompt approval. **Once approved, a Meals On Wheels logo will be sent to you.** It may be printed in PMS 286 blue, all black or all white only.

Acknowledgement and Tax Deductible Info

- Proceeds from the event (minus the value of any goods provided by Meals On Wheels, Inc. of Tarrant County) will be acknowledged as a tax deductible donation to Meals On Wheels, Inc. of Tarrant County from the third party and the organization or individual will be sent a thank you letter with IRS reporting information.
- Thank you letters for in-kind goods and services will list only the specific good or service donated, without a market dollar value assigned. The market value is for the donor to determine with their tax advisor.

Contact Information:

VP of Marketing

Keith@mealsonwheels.org

Ph. 817-336-0912

Meals On Wheels, Inc. of Tarrant County
5740 Airport Freeway • Fort Worth, Texas 76117
phone 817-336-0912 fax 817-338-1066
www.mealsonwheels.org

Sponsored Community Event Registration Form

Thank you for your interest in sponsoring an event to benefit Meals On Wheels of Tarrant County! In order to ensure the success and mutual satisfaction of such events, Meals On Wheels of Tarrant County requests that you complete and submit this proposal.

Event Information	
Name:	
Date(s):	Time:
Location:	
Description:	
Committed Sponsors:	
Potential Sponsors:	

Event Sponsor Information		
Company or Organization Name:		
Contact Name:		
Mailing Address:		
Phone:	Fax:	Cell:
Email Address:		
Website Address:		

Donation Information

- Please estimate how your event will benefit Meals On Wheels of Tarrant County:
Financial Donation: \$ _____ Other: _____

Event Promotion

Meals On Wheels, Inc. of Tarrant County
5740 Airport Freeway • Fort Worth, Texas 76117
phone 817-336-0912 fax 817-338-1066
www.mealsonwheels.org

- Please indicate how this event will be promoted.

Printed Materials

Television

Radio

Sponsor Website

Print Ads

Billboards

Email Blast

Other _____

Photo Opportunity

- After the event would you like to do a check presentation at our Meals On Wheels of Tarrant County office?
 Yes No
- If yes, we will have an executive representative available for a photo that you submit to the press. What date would you like to present your check?

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By signing and submitting this proposal, you agree to indemnify, defend, and hold harmless Meals On Wheels, Inc. of Tarrant County and its employees, board, and/or representative from any claims, costs, losses, or expenses arising from any personal injury or property damage directly or indirectly incurred by the sponsor, volunteers or any other third parties related to the planning or conduct of the proposed event.

Please print and sign this document and return it to Meals On Wheels for approval. Thank you for your commitment to making a difference in our community.

Signature of person submitting proposal

Date

Printed Name

Meals On Wheels Event Approval	
_____ <i>Signature of person submitting proposal</i>	_____ <i>Date</i>
_____ <i>Printed Name</i>	

Thanks you for your commitment to making a difference in our community.
Keith Harrison, VP of Marketing