



Michael's House Third Party Event Guidelines

We are grateful to all groups who wish to support Michael's House. The following guidelines will help you as you plan your event. If you have questions, please contact the Michael's House office at 937-641-5670 or michaelshouse@childrensdayton.org [link].

1. Any event or promotion that involves the name of Michael's House must be approved in advance by the manager of the Michael's House at least **one month** prior to the event.
2. A "Third Party Event Form" must be completed and submitted to Michael's House before such approval can be granted. A form may be emailed or mailed to you or downloaded from the Michael's House website: <http://michaelshousecac.org/>.
3. Michael's House encourages you or your organization to send press releases and produce other publicity. Before sending a press release, media alert, advertisement or other form of publicity to any media outlet, please submit all copy/design to Michael's House for review and approval.
4. Publicity may not suggest that the event is being sponsored or co-sponsored by Michael's House or that Michael's House is involved in any way except as the beneficiary. The suggested way to describe Michael's House's involvement is to list the event name followed by "benefiting Michael's House through..." It is our understanding that 100% percentage of the net proceeds will be donated to Michael's House, unless otherwise stated. We reserve the right to examine any possible involvement of any other charity or suggested split of proceeds.
5. Michael's House reserves the right to use photos and information about third party events for the benefit of the hospital in publications and other materials.
6. All funds raised from the proposed event must be sent **within 30 days** of the event to Michael's House at 1016 Rainbow Ct, Fairborn, OH 45324.

Send completed third party event registration form, publicity materials for approval and donations to:

Michael's House
1016 Rainbow Ct
Fairborn, OH 45324
michaelshouse@childrensdayton.org
937-874-5070 (fax)

Your support is very important to us. Our involvement in the overall organizing and managing of the event is limited due to staff constraints. The following outlines what support Michael's House can provide for your event:

1. **Staffing**: Michael's House is unable to provide volunteers and staff for the purpose of the event. However, requests for a Michael's House staff person to attend the event will be handled on a case-by-case basis and based upon availability.
2. **Mailing Lists**: Michael's House mailing lists, including donor lists, are confidential and maintained by the center for its use only and may not be used to promote your event.
3. **Michael's House Logo**: The Michael's House logo may only be used if the sponsoring organization has received prior approval. We will supply a print-ready or electronic Michael's House benefitting logo upon request. Michael's House requires all event materials (posters, t-shirts, etc.) that include the Michael's House name or logo to be reviewed and approved by Michael's House before production.
4. **Banner**: Michael's House may provide a banner to hang during the event based on availability. The banner should be returned to Michael's House immediately after the event.
5. **Event Promotion**: Michael's House will post approved third party events on its website calendar of events and on Facebook.

There are some events that we cannot approve including activities that require any of the following:

- Require any financing from Michael's House. The sponsor must assume all costs of the event.
- Compete or conflict with an already established or scheduled event to benefit Michael's House.
- Fail to comply with any municipal, county, state and/or federal law.
- Michael's House cannot assume any liability for your event.

**Michael's House
Third Party Event Registration Form**

Send completed registration form to: Michael's House, 1016 Rainbow Ct Fairborn, OH 45324
Telephone: 937-641-5670 Fax: 937-874-5070 E-Mail: michaelshouse@childrensdayton.org

Contact Name: _____ Phone Number: _____

Address: _____

Email Address: _____

Event Name: _____

Event Type (walk, car wash, athletic tournament etc.): _____

Event Date: _____ Event Location: _____

Event Hours: _____ Rain Date (if applicable): _____

Has this event taken place before?: YES____ NO____ If Yes, please specify date of last event: _____

Is event open to the public: YES____ NO____ Admission Fee: _____ Expected # Attending _____

Describe how the event will raise funds (ticket sales, pledges, sponsorship, auction, etc): _____

Estimated donation: \$ _____

Do you intend to use the Michael's House name and logo? YES____ NO____

Michael's House requires all event materials (posters, t-shirts, etc.) that include the Michael's House name or logo to be reviewed and approved by Michael's House before production. Please allow five business days for review.

Will other charitable organizations benefit from this event? If so, please list the names of these organizations and describe the extent to which they will benefit:

I understand the completion of this form does not mean, and may not be construed to mean, that the proposed event has been approved by Michael's House. The event's sponsor must receive confirmation indicating approval of the event from Michael's House before any publicity may be released. Michael's House reserves the right to request additional information about a proposed event or its sponsors before considering approval of the event. The event sponsor(s) agree to indemnify and hold Dayton Children's Hospital/Michael's House harmless from any claims of any nature arising from or related to, the proposed event. Furthermore, understand that nothing in this proposal shall be construed to authorize the sponsoring organization or any representative thereof to act as an agent of Michael's House.

SPONSOR'S SIGNATURE: _____ DATE: _____

ALL FUNDS RAISED FROM THIS PROPOSED EVENT MUST BE SENT WITHIN 30 DAYS OF THE EVENT TO MICHAEL'S HOUSE, 1016 RAINBOW COURT FAIRBORN, OH 45324.

Michael's House Use Only

Approved _____ Not Approved _____ Date _____

Authorized Signature _____