



Third Party Event Guidelines and Agreement

Thank you for your interest in planning an event to support Miles Perret Cancer Services (MPCS). We receive inquiries every year from individuals, families, and organizations that want to help further our mission of *helping families in Acadiana fight, survive, and live with cancer*. These events are held independently from MPCS and are run by interested volunteers.

MPCS has provided the information below in order for both parties to gather a greater understanding of the fundraising efforts and event and to ensure these efforts comply with the mission of our organization. In order to outline MPCS' role in third party events, we ask that you review the following guidelines and sign the agreement below. Then please fill out and submit the included Event Information Form.

Name/logo usage:

- All materials that mention Miles Perret Cancer Services must be submitted for approval prior to printing or use. The full name Miles Perret Cancer Services must be used in all materials pertaining to the event.
- MPCS will provide our logo for usage on any promotional materials; however any logo usage must be approved prior to printing/using. MPCS reserves the right to stop any and all materials from being used if not pre-approved.

Event promotion:

- MPCS will offer the following passive promotions providing the included Event Information Sheet is submitted at least 30 days prior to the event and the partnership is approved:
 - Event information and company/organization logo included in monthly supporter E-newsletter
 - Event information and company/organization logo included on MPCS community fundraiser website page
 - Event information promoted on MPCS Facebook page
- MPCS is unable to leverage media relationships in regards to press releases, advertising, or radio/TV appearances.

Donations:

- All checks being written to the event must be made out to Miles Perret Cancer Services in order for the donor to receive a tax acknowledgment letter.
- MPCS will not solicit any donations or sponsorships for the event.

Terms and Conditions:

- MPCS will not cover any losses from the event and is not liable to any party for any fees, costs, or payments of any kind.
- MPCS cannot provide or guarantee:
 - Auction item solicitation for the event
 - Mailing lists of clients, supporters, donors, or vendors
 - Sponsorship, in kind donations, or vendor connections
 - MPCS staff members to staff events (presence of an MPCS representative is subject to availability)
 - MPCS donors, volunteers, or supporters to be present at the event

I understand the third party event guidelines and agree to the terms and conditions above:

Signature of Organization's Authorized Person

Name (print)

Date

Please mail, fax, or email the signed Third Party Event Guidelines and Agreement and completed Third Party Event Information form to:

Miles Perret Cancer Services
Attn: Julie Hess
2130 Kaliste Saloom Road, Suite 200
Lafayette, LA 70508
P: 337-984-1920
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jhess@milesperret.org