



SHELTER. SUPPORT. SOLUTIONS.

## **Pillars Community Sponsored Event Guidelines & Information Form**

Thank you for choosing Pillars as the beneficiary of your upcoming event. We are excited that you have chosen to sponsor Pillars! To ensure your event is successful, please read through our guidelines and fully complete the information form. If you have any questions, please email us at [events@pillarsinc.org](mailto:events@pillarsinc.org).

### **General Guidelines**

- Events in which benefit Pillars must reflect positively on our mission. Pillars reserves the right to decline any event that is not in line with our mission.
- Pillars will not assume any legal or financial liability for a community sponsored event.
- Community sponsored events must be fully executed by the community fundraisers. Pillars staff is able to provide coaching during your planning process.
- Due to limited resources, Pillars cannot guarantee promotion of any community sponsored events.
- Pillars should be listed as a beneficiary for all community sponsored fundraising events.
- Please only use Pillars logo that is provided by Pillars' Community Engagement Team.
- Pillars reserves the right to view any promotional material with Pillars name and logo before the material is made public. This includes printed material, posters, website information, email or newsletter information, social media, clothing, or other giveaways or "swag."
- Based on availability, Pillars can provide brochures, statistics, and a table top or 6 foot banner for third- party events.

### **Cancellation of Event**

If for some reason you need to cancel your event, please contact Pillars prior to publicly announcing the cancellation.

### **Right to Withdrawal**

Pillars reserves the right to withdrawal their name, logo, and likeness from any event that does not align with our missions and values.

### **Tax Receipt**

Financial donations made out fully and directly to Pillars will be mailed an acknowledgement with tax-deductible information to the donor. Donations that are made directly to the community sponsored event, in-kind or financial, are not eligible for the tax deduction or an acknowledgement from Pillars.

### **Staff Needs**

Please notify Pillars Events Manager at least two weeks prior to your event if you request a Pillars staff person to attend or speak at your event.



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### Pillars Community Sponsored Event Information Form

Thank you for your interest in hosting an event to benefit Pillars! We want to help make your event a success. Please complete this form to help us understand how we can help meet your needs.

**Event Contact:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Coordinating Organization (club, youth group, school, business):**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Type:  Fundraiser  In-Kind Donation Drive  Awareness/Other

If other, please describe the purpose of your event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: From \_\_\_\_\_ to \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Cost to attend: \$ \_\_\_\_\_

**Please check all that you are requesting from Pillars for your event:**

Pillars staff member(s) to attend the event

Presentation from a Pillars staff member

Pillars table-top pull-up banner

Pillars 6-foot pull-up banner

Pillars Brochures: Quantity: \_\_\_\_\_

Pillars Fact Sheets: Quantity: \_\_\_\_\_

Pillars Needs List: Quantity: \_\_\_\_\_

Pillars Logos *\*Pillars reserves the right to view any promotional material with Pillars name and logo before the material is made public, including printed material, posters, website information, email or newsletter information, social media, clothing, or other giveaways or "swag."*

**If your event would require involvement from Pillars in ways not listed here, please contact Pillars before completing this form. Please submit completed form to [events@pillarsinc.org](mailto:events@pillarsinc.org) or to mailing address below.**