



## Special Event Agreement – Young Professional Event

The Make-A-Wish® Orange County and the Inland Empire Young Professionals group was created to provide an atmosphere of socializing and networking while raising funds to support the wishes of children with life-threatening medical conditions. By organizing and hosting an event YOU can make a huge difference!

Please fill out the below special event form with as many details as possible. When completed (or if you have any questions) please email to Selah Short at [sshort@wishocie.org](mailto:sshort@wishocie.org) to get the event on the calendar!

### Contact Information:

Name of contact person: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Event Information:

Name:	
Date:	
Time:	
Location:	
Description:	

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Please review and **initial** the following policies:

\_\_\_\_\_ I agree to submit all the proceeds of the event within 30 days of the event.

\_\_\_\_\_ I agree to submit any unused promotional material within 30 days of the event.

\_\_\_\_\_ Review for Risk: I understand that external events are NOT covered by the Make-A-Wish insurance policy. I have reviewed our insurance and have determined that our insurance is adequate for this event. In particular, I have considered the issues below.

- alcohol and drugs
- crowds
- fire safety and emergency medical services
- food and water safety
- outdoor event concerns

PROPOSED BY:

APPROVED BY:

\_\_\_\_\_  
*Signature of Event Host*

\_\_\_\_\_  
*Signature of authorized representative  
of Make-A-Wish*

\_\_\_\_\_  
Print name

Selah Short

\_\_\_\_\_  
Title

Event & Campaign Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### What's Next?

- Watch for an approval email! Once approved, Make-A-Wish will post the event in multiple locations (including, but not limited to: Facebook, LinkedIn, Twitter, [www.wishocie.org](http://www.wishocie.org))
- The week of the event, you will want to visit your local Make-A-Wish office (Irvine, Riverside, or Palm Springs) to pick up an event box full with information to help your event be even more successful
- Please don't hesitate to reach out to Selah Short ([sshort@wishocie.org](mailto:sshort@wishocie.org)) with any questions.
- Invite your friends and coworkers... ask them to invite their friends!

**Thank you for supporting Make-A-Wish Orange County and the Inland Empire!**