



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 Kara Bautch at kbautch@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:	

Special Event Agreement – Young Professional Event

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

Kara Bautch

Title

Marketing & Communications

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.ocie.wish.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 Kara Bautch (kbautch@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!