



## **SPECIAL EVENT PROPOSAL AND AGREEMENT**

The purpose of this Special Event Proposal and Agreement is to confirm the understanding between Ronald McDonald House Charities Wichita (**RMHC Wichita**) and \_\_\_\_\_  
\_\_\_\_\_ (**Sponsoring Organization**) regarding the fundraising event to be conducted by you to benefit **RMHC Wichita**.

### **1. Organization Information:**

Name of Organization:

Address:

City:

State:

Zip Code:

Contact Person/Title:

E-Mail:

Phone:

### **2. Event Information:**

Name of Event:

Date(s) of Event:

Location of Event (city and venue):

Description of Event:

How will revenue be generated?

Is **RMHC Wichita** sole beneficiary of your event? If not, who else is benefiting?

What participation or resources, if any, do you request from **RMHC Wichita**? (Please note, we do not share donor information or have access to McDonald's restaurants.)

Will you be serving alcoholic beverages at the Event?

**3. Publicity:**

Do you plan to publicize the Event?

If so, how?

Will you want to use the **RMHC Wichita** logo?

**4. Budget Information:**

Anticipated total revenues: \$

Anticipated total expenses: \$

Anticipated total donation to **RMHC Wichita**: \$

**5. Terms and Conditions:**

**Sponsoring Organization** agrees to provide **RMHC Wichita** proceeds from the Event as follows:

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Contributions will be accompanied by an accounting of donations. **Sponsoring Organization** shall seek approval by an official of **RMHC Wichita** if for any reason there is a delay in compiling this information or disbursing funds.

**Sponsoring Organization** represents to **RMHC Wichita** that: (a) it will comply with all applicable laws during the planning, promotion, and conduct of the Event; (b) all necessary insurance, licenses, registrations, filings and permits will be obtained and will be in force. (A copy of which shall be attached to this document.)

Any and all advertising and promotional materials to be used in support of this Event must be submitted to **RMHC Wichita** for its review and written approval prior to production. **Sponsoring Organization** may not use any trademarks, service marks, logos, or other property of **RMHC Wichita** and/or **McDonald's Corporation (McDonald's)** in any of its advertising or promotional materials without prior written approval.

All collateral material relating to the Event must specify at the point of solicitation: (a) that **RMHC Wichita** is the benefiting organization; (b) that written information about **RMHC Wichita** is available by calling (316) 269-4182; and (c) the actual or anticipated proceeds that will benefit **RMHC Wichita**.

**Sponsoring Organization** agrees to indemnify and hold harmless **RMHC Wichita** and **McDonald's** from any and all third-party claims made in connection with this Event, and from any and all claims relating to purchases made by consumers from **Sponsoring Organization** as part of this Event.

Each party will forward to the other any complaints and responses to complaints, or comments it receives relating to this Event.

Nothing in this document shall be construed to authorize **Sponsoring Organization** or any of its employees or representatives, to act as an agent of **RMHC Wichita**.

**RMHC Wichita** provides and supports programs that directly improve the health and well being of children. Last year, **RMHC Wichita** supported over 1600 families, all because of the love and generous donations of our donors and volunteers.

Thank you for your support!

PROPOSED BY:

APPROVED BY:

\_\_\_\_\_  
NAME:  
TITLE:  
ORGANIZATION:

\_\_\_\_\_  
Susan J Smythe  
CEO  
RMHC Wichita

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Instructions:**

Please fill out the Special Event Proposal and Agreement (with attachments if applicable) and return by email, mail or fax to:

**RMHC Wichita**  
Attn: Jamee Sholtz / Volunteer Manager  
1110 N Emporia  
Wichita, KS 67214  
[jsholtz@rmhcwichita.org](mailto:jsholtz@rmhcwichita.org)  
316-269-4182  
316-269-0665 FAX