



## Event Guidelines for Staff

Center For Family Services' Public Relations and Development department is here to help you with the execution of your program event.

Please review the following guidelines prior to planning an event.

- Program Directors are asked to fill out the Internal Event Approval Form in order to receive approval to host an event. Upon review/approval of the event, the program Associate Vice President with the assistance of the PR and Operations teams will provide feedback and suggestions.
- In general, program staff handle the planning and coordination of program events. The PR & Operations teams are available to provide feedback and suggestions. In limited circumstances, the PR department will allocate resources to internal program events. This will be decided upon between the Dev/PR Department and the Vice President over-seeing the program hosting the event.
- Any media outreach should be coordinated with the PR team.
- Employees should be prepared to follow risk prevention and safety measures when planning the event. Staff should review the Event Safety Checklist (see page 4) to be sure they are complying with Center For Family Services and the Operations Department safety guidelines. The Event Safety Checklist is to be reviewed thoroughly by the program director and program staff. If questions arise regarding safety, Operations should be contacted immediately upon reviewing.

### **Approval Process**

Please submit the Internal Event Approval Form to your program's Associate Vice President with a copy to the PR Department either by email or interoffice mail a minimum 60 days prior to your event/activity.

You will be contacted with any questions or comments that may result from the review of your application. Please do not move forward with the coordination of your event until you have received approval.

### **Internal Event Guidelines**

In order to ensure that all events are in keeping with Center For Family Services organizational guidelines, and to comply with regulations pertaining to nonprofit organizations, Center For Family Services requires the following:

- Events should reflect the mission and values of Center For Family Services.
- The PR team is to be provided with all information published or transmitted to the public about the organization and event. All text used in print and media materials; public relations and/or signage should be approved by the PR team.
- The program coordinating the event/activity should ensure there is a budget to cover event related. An event budget should be drafted/approved prior to any coordination of event activities.
- If cash or check donations are being accepted at the event, checks are made payable to Center For Family Services and submitted to the Dev/PR Department no more than 5 days after the event. Dev/PR Department will acknowledge the event donor and deposit the check with the Finance Department. Use **Fundraising/cash Record of Receipt** form on page 7 when turning in cash to PR.
- If staff are interested in photographing an event that welcomes clients, staff need to ensure that clients or the client's guardian have signed a "Media Release Form" which allows us to capture their photo and possibly use it on our website, social media accounts, or other materials.
- Staff are discouraged from promoting the event through their personal social media platforms without obtaining the Dev/PR Department's approval first.
- Safe and Supportive Housing programs are prohibited from bringing in donors to their sites to meet their clients unless approved by the Associate Vice President.
- If there are less than 50 event attendees, a staff person must be made responsible to call 911 in case of emergency. If there are more than 50 event attendees, an EMT must be present.

### **Internal Event Agreement**

1. Program directors should complete and return the Internal Event Approval Form in order to receive approval to conduct an event. This form should be submitted a minimum of 60 days prior to the event date. The Dev/PR Department and program Vice President will respond to all requests no later than 2 weeks after receipt of the signed document.
2. The use of Center For Family Services' name, logo, or other materials to promote the event will only be authorized after the approval of the Internal Event Approval form.
3. All cash and/or check donations received during the event must be delivered or mailed to Dev/PR Department within 5 days of receipt.
4. Program Director are asked to submit an event budget with Internal Event Approval Form.
5. Program Director must agree to comply with all necessary local or government regulations. This includes, but it not limited to, registering with appropriate agencies and purchasing insurance.

*I have read and understand Center For Family Services' Internal Events Agreement and I comply with all the guidelines.*

Date \_\_\_\_\_

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Signature

Printed Name

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Title and Contact Information