



**Special Event Proposal and License Agreement**

Sojourner Center appreciates your interest in holding a fundraising event to help us transform the lives of individuals impacted by domestic violence. Please fill out this proposal form and indicate your acceptance of the terms and conditions herein by returning a signed copy to us. If the proposal is approved, we will send you a fully signed copy, at which time your license to use the Sojourner Center name and Marks will become effective.

**Sponsor and Event information**

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

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event Date, Time & Location:**  
\_\_\_\_\_  
\_\_\_\_\_

**Briefly describe the event:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What participation or resources, if any, do you request from Sojourner Center?**  
\_\_\_\_\_

**Do you plan on publicizing the event?**       Yes       No  
(Note: If 'yes', please pay particular attention to paragraphs 4-6 below before signing this proposal.)

**Budget Information**

**Will admission fee(s) be charged?**       Yes       No      **If so, how much?** \_\_\_\_\_

**What % or amount of the fee will benefit Sojourner Center?** \_\_\_\_\_

**Will the event generate other types of revenue and, if so, what % or amount of that revenue will benefit Sojourner Center?** \_\_\_\_\_

**Anticipated total revenues:** \$ \_\_\_\_\_

**Anticipated total expenses:** \$ \_\_\_\_\_

**Anticipated total donation to Sojourner Center:** \$ \_\_\_\_\_

### **Terms and Conditions**

1. Sponsor agrees to provide Sojourner Center with all of the net proceeds from the event, along with a written accounting of event revenues and expenses (and supporting documentation for any expenses in excess of \$500), in a form acceptable to Sojourner Center, within thirty (30) days after the event. Sojourner Center may audit the event revenues and expenses, if necessary.
2. Sojourner Center is the owner of certain federally registered and common law trademarks, service marks and trade names including Sojourner Center, and the butterfly logo (collectively, the "Marks"). If (and only if) this proposal is approved by Sojourner Center, Sponsor will be granted a non-exclusive license to use the Marks in connection with the event.
3. The term of the license granted hereunder shall be from the date Sojourner Center approves Sponsor's proposal until the conclusion of the event; provided, however, that Sojourner Center has the right to terminate the license if it determines, in its reasonable discretion that the event is or will likely be injurious to the Marks.
4. Any use of the Marks is subject to prior written approval of Sojourner Center. Accordingly, Sponsor agrees to submit to Sojourner Center for approval – prior to the production, distribution, broadcast, or publication thereof – all printed materials, publicity releases and advertising relating to the event that mentions Sojourner Center or contains the Marks.
5. Sponsor understands and agrees that the Marks: (a) may not be altered in any way, nor may they be sublicensed to any other person; (b) may not be used in connection with any telemarketing or door-to-door solicitations; and/or (c) may not be used in conjunction with terminology that is contrary to Sojourner Center's mission. Sponsor further acknowledges that, it may not use the Marks on the internet and/or in conjunction with any news wire services without Sojourner Center's prior written approval.
6. In accordance with standards adopted by the BBB Wise Giving Alliance, Sponsor agrees that any solicitations relating to the event must specify at the point of solicitation, and in a manner acceptable to Sojourner Center: (a) that Sojourner Center is the benefiting organization; (b) the actual or anticipated portion of the purchase price that will benefit Sojourner Center; (c) the duration of the campaign; and (d) any maximum or guaranteed minimum contribution amount.

7. In order to avoid inadvertently jeopardizing existing relationships between Sojourner Center and its donors, Sponsor agrees to receive approval from Sojourner Center before soliciting corporations, businesses, celebrities, sports teams, or individuals for cash or in-kind donations relating to the event.
8. Sponsor represents to Sojourner Center that: (a) it will comply with all applicable laws during the planning, promotion and conduct of the event; (b) all necessary insurance, licenses and permits will be obtained and will be in force through the conclusion of the event; (c) the event will result in no cost or expense to Sojourner Center whatsoever, unless expressly agreed in writing to the contrary; and (d) it will indemnify and hold Sojourner Center harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the event.
9. Nothing in this document shall be construed to authorize Sponsor, or any of its employees or representatives, to act as an agent of Sojourner Center. Thus, for example, Sponsor may not open a bank account in Sojourner Center's name, nor may it endorse or attempt to negotiate any checks made payable to Sojourner Center, all of which must be promptly forwarded to Sojourner Center for processing.

WE ARE DEEPLY GRATEFUL TO YOU FOR PROPOSING THIS EVENT TO BENEFIT SOJOURNER CENTER. IT IS BECAUSE OF CARING PEOPLE LIKE YOU THAT WE HAVE BEEN ABLE TO BRING SAFE SHELTER, RESOURCES, ADVOCACY AND AWARENESS TO FAMILIES IMPACTED BY DOMESTIC VIOLENCE. THANKS FOR HELPING US TRANSFORM LIVES AND CREATE A WORLD FREE FROM DOMESTIC VIOLENCE!

***(Note: This Special Event Proposal and License Agreement will not become effective unless and until it is approved by Sojourner Center, as evidenced by the signature of an authorized Sojourner Center representative below.)***

PROPOSED BY:

APPROVED BY:

\_\_\_\_\_  
*Signature of authorized representative  
of Sponsor*

\_\_\_\_\_  
*Signature of authorized representative  
of Sojourner Center*

\_\_\_\_\_  
Print Name

**Robb Knechtel**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**Chief Operating Officer**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date