

Wine to Water Third Party Fundraising Event Policies and Procedures

- Approval must be obtained from Wine to Water prior to hosting a fundraising event.
- When hosting a WTW event, be sure to identify WTW as the beneficiary, NOT the sponsor.
- Print materials using the WTW logo such as invitations, press releases and advertisements must be approved prior to printing and distribution.
- Event hosts and organizers are solely responsible for staffing their event. WTW cannot guarantee that a staff member or representative will be available to attend each event.
- WTW will NOT advance funds to cover expenses for events. In order to ensure the maximum return of donations, we ask that event organizers make an effort to keep overhead costs as low as possible.
- Please list the percentage of funds that will be given back to WTW for public knowledge. For instance, if your event overhead cost is \$200, but you plan to raise \$1000, your attendees should know that 80% of funds raised will come back to WTW.
- Submit proceeds as soon as possible after your event, so that we may ensure accurate follow-up with donors and contributors.
- Downloadable materials for events are available on the WTW website.
- Hosts and organizers are solely responsible for obtaining appropriate licenses and insurance for events if applicable. This includes alcohol and liquor licenses and event liability.