

# Host Your Own Event Guidelines

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Benefiting the:



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The Epilepsy Foundation of Greater Chicago is grateful to individuals and community organizations that wish to sponsor fundraising events to benefit the Foundation. Such events help extend our client programs and raise awareness. Community involvement reaches far beyond what staff can do alone!

In order to assess how we can best lend support to your event, we ask that you share your plans with us. **Please submit an Event Application for acceptance before any work on the event begins.** We suggest a minimum of three months prior to the event date.

The Guidelines listed below are to assist you in the planning of your fundraising event or activity. As a non-profit organization, our resources are limited; however, we will strive to support you and your event or activity as much as possible.

## Guidelines

### General Information

- Applications must be submitted at least 30 days in advance of the event or activity.
- The Epilepsy Foundation of Greater Chicago (EFGC) must approve all events or activities.
- If there is more than one organization benefitting from this event, it must be clearly represented on the Application Form. Please openly state the percentage of the proceeds that will benefit the EFGC on all advertising, promotional and print materials.
- Event proceeds and an itemized list of revenue and expenses must be provided within 30 days after the conclusion of the activity. Checks should be made payable to EFGC.
- The event organizer is responsible for covering all expenses for the event and will not be reimbursed.
- If donations are deposited to a separate account outside of the EFGC (i.e. checks made payable to the organizing group, etc.) and subsequently donated in a single sum to the EFGC, only the individual, organization, etc. whose name appears on the check will receive tax benefits for the donation. Donors contributing in this circumstance should be made aware that their gift would not be acknowledged as a tax-deductible donation by the EFGC.
- Sponsoring Individual or Organization must obtain all necessary permits and insurance.
- The full name of the foundation is "Epilepsy Foundation of Greater Chicago" and should be identified by full name in all materials pertaining to the event or activity.

- The Epilepsy Foundation of Greater Chicago may only be identified as the beneficiary of the event. For example, event organizers should not call an event “The Epilepsy Foundation of Greater Chicago’s Walk-a-thon.” The event should be promoted as a “Walk-a-thon to benefit the Epilepsy Foundation of Greater Chicago.”
- In no way should the event or activity be identified as an Epilepsy Foundation of Greater Chicago event when soliciting sponsorship or donations. All potential donors or vendors must clearly be informed that the event or activity is a “Host Your Own Event” to benefit the EFGC.

**What the Epilepsy Foundation of Greater Chicago can provide:**

- Literature about the EFGC and its services and promotional materials to distribute at the event.
- Support and use of logo only after approval. EFGC must review and approve all promotional materials.
- Event listing on the “Host Your Own Event’ calendar.
- Event website page – which will allow for direct registration, ticket sales or donations to the EFGC.

**What the Epilepsy Foundation of Greater Chicago cannot provide:**

- Administrative and event planning directly relating to invitation design and distribution, compiling guest list or RSVPs, recruitment of in-kind donations, sponsors or celebrities, etc.
- Financial support for event or activity expenses. EFGC cannot incur costs associated with your event. If acquiring licenses, permits or insurance for the event, it is the responsibility of the organizer to apply, pay for and obtain the necessary documents. Fundraising events must comply with all relevant state and federal laws.
- Public relations support, staff support, “seed money” or financial support or access to any mail, phone or e-mail lists including but not limited to donors, clients, physicians, staff or vendors.
- Email or social media promotion of your event.
- Staff or volunteers for your events.

**If you have any questions or concerns please contact Kelly Lang, Outreach Manager at (312) 939-8622 x208 or [klang@epilepsy-chicago.org](mailto:klang@epilepsy-chicago.org).**