



OneLegacy Event Submission Form Guidelines

Thank you for reaching out to OneLegacy regarding your upcoming event. It is through our outreach efforts that we are able to educate and inspire the community about the importance of organ, eye and tissue donation. Our goal with every event is to provide the community with the education needed to make an informed decision about becoming a registered donor. As an organization, we want to ensure that we are allocating resources, volunteers and staff time appropriately. In order for us to consider your event, please fill out the Event Submission Form Request.

Types of Events

- OneLegacy Booth
- Speaking Engagement
- Special Event
- If your event contains any components of fundraising please contact our OneLegacy Foundation at info@onelegacyfoundation.org or by phone at 213-229-5606.

Approval Process for an Event

All inquiries for an event should be directed to OneLegacy's Public Education Department. In order to ensure OneLegacy is appropriately allocating resources, volunteers and staff time, only those events which adhere to the criteria outlined in this document will be considered for approval. Events will be reviewed on a case-by-case basis, please allow approximately three weeks for your request to be processed. A confirmation email will be provided prior to the scheduled event date. Please do not make public announcements or promote the event until approval from the OneLegacy's Public Education Department is granted.

Criteria

- Event Date
- Date of Event Submission Form Request
- Radius to a Hospital
- Event Location in correlation to Donor Designation Rate
- eRegistration Goal estimate
- Number of Attendees
- Cost Associated with the Event
- Staff Support for Event

Conduct & Decorum

All events should be in line with our mission. No conduct that is unlawful or deemed offensive by OneLegacy should be associated with our participation in the event. Please do not reference tobacco, drug use or any adult content, language or behavior when promoting the event.

Promotion and Logo Usage

Advertising and promotion are the sole responsibility of the organizer. Event and promotional materials and/or advertisements cannot be purchased with OneLegacy funds. OneLegacy's Public Education Department must approve all promotional materials including, but not limited to, advertising letters, brochures, flyers, and press releases prior to production and distribution. OneLegacy, OneLegacy Foundation, Donate Life and Done Vida materials and associated logos cannot be used without prior written permission. If permission is granted the logo(s) should not be altered in type face, color, or configuration. Any use of the logo must follow established branding guidelines.



OneLegacy Event Submission Form Request

Name: _____ Date of Submission: _____

Phone Number: _____ Email Address: _____

Event Name: _____

Date: _____ Start Time: _____ End Time: _____

Location: _____

Address: _____

City/State/Zip: _____

Event Website (if applicable): _____

Total Event Cost: _____

Breakdown the event cost per item (i.e. booth fee, trash convenience, etc.): _____

Will OneLegacy need to provide a Certificate of Insurance: _____

If so, what are the insurance requirements: _____

Expected Number of Attendees/Participants: _____

Audience: _____

Number of eRegistration Goal: _____

Briefly describe the type of event: _____

Are there any hospitals located in a 5 mile radius of this event: _____

If so, which hospital(s): _____

Is the event affiliated or hosted by a hospital: _____

If so, list hospital(s): _____

Are there any DMV Field Offices located in a 5 mile radius of this event: _____

If so, which DMV Field Offices: _____

Have we participated in this event in the past: _____

If so, what were the results of our participation: _____

Please describe reasoning as to why we should participate in this event: _____



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How will the event be marketed? (Invitation, press release, flyer, TV, radio, printed ads, Facebook):

Will our OneLegacy logo or ancillary logos be advertised: _____

If so, how will the logo be utilized: _____

Will promotional items be needed: _____

Is there any additional OneLegacy collateral material needed: _____

If so, what collateral materials: _____

Will the support of OneLegacy staff be needed for this event: _____

If so, please describe the support needed: _____

Is fundraising involved: (Ticket sales, sponsors, raffle/auction): _____

I have read the Event Submission Form Guidelines and have filled out the form to the best of my knowledge. If the Event Submission Form is approved I agree to follow the guidelines and any additional terms agreed to with OneLegacy in connection with this event.

Submitted by:

(Name)

(Title/Organization)

(Signature)

(Date)

Accepted by: (OneLegacy)

(Signature)

(Date)

Please return completed original to:

OneLegacy | 761 West Kimberly Avenue | Placentia, CA 92870

Phone: (213) 356-5231 | ambassador@onelegacy.org

This Event Submission Form request will be reviewed and a response provided within three weeks.

Thank you for presenting OneLegacy with this opportunity.

Internal Use: