

REQUIREMENTS FOR FJC SPONSORSHIP OF MEMBER-HOSTED PUBLIC EVENTS

Resolved: To institute the following requirements for FJC sponsorship of member-hosted public events.

Definition: FJC-sponsored events are events hosted by an entity or person other than the FJC itself, but which carry the FJC name and/or utilize FJC resources.

Requirements :

1. Hosting individual or entity must be a member of the FJC.
2. Hosting individual or entity must submit an application (see example on p.2) no later than 15 days prior to the intended event.
3. Applicant assumes all responsibility (legal or otherwise) for preservation of the FJC's good reputation, and all liabilities associated with hosting the event.
4. Event cannot proceed under the FJC name unless/until application has been approved by the FJC Board of Directors.
5. Approvals are valid for one (1) year or expiration of the applicant's membership, whichever is sooner.
6. FJC logo must be present on all promotional materials, physical and/or electronic.
7. FJC must be allowed to send a delegation of three (3) or more people, free of charge, to monitor the event and set up a promo table.
8. FJC will match applicant's promotion budget up to an amount equal to applicant's yearly dues.
9. At conclusion of event, applicant will surrender 10% of gross proceeds to the FJC, an amount which will also be credited toward applicant's future dues.
10. FJC will make available to applicant a "How-To" package (see example on p.3 onward) and the assistance of its committees, to the extent possible.
11. The FJC reserves the right to call for a progress report at any time; a response being required within a reasonable time. Failure to comply authorizes the FJC to retract its sponsorship.

References : 1. General Meeting minutes 6/7/2012, item #F4.
2. Proposal #120825b, logistics committee

FJC EVENT SPONSORSHIP APPLICATION

Applicant Name : _____ FJC Member ID : _____

Applicant Address : _____

Applicant Phone Numbers : _____ (H/W/C) _____ (H/W/C)

Applicant Email Address : _____

Applicant Website (if applicable) : _____

Applicant Short Bio (or attach resume'/bio on separate pages) : _____

Event Name : _____ Expected Date : _____

Event Type (check all that apply) : Performance Educational Fundraising

Event Description : _____

(Please attach available event promotion samples on separate pages, if possible)

Event Website (if present) : _____

Intended Venue Name : _____

Address : _____

Website/Phone : _____

Expected Promotional Budget : \$ _____ to be spent via the following media types/sources:

I, the undersigned applicant, agree to be bound by the FJC Sponsorship Rules in connection with this intended event.

Applicant Signature _____ Date Signed : _____

FJC Representative Signature (upon approval) : _____ Date : _____

EVENT HOSTING CHECKLIST (optional)

- Have you received your application approval from the FJC Board?**
- Have the performers/instructors been confirmed for the event?
- Are their contracts in writing? The [FJC website](#) has sample contracts for a variety of purposes.
- Do they know specifically where to go, when to set up, and the duration of the event?
- Has the venue been confirmed for the event?
- Is the venue contract in writing? The [FJC website](#) has sample contracts for a variety of purposes.
- Who is running sound for the event, and is a PA system already available at the venue?
- Is the sound engineer's contract in writing, specifying the venue and time they should arrive?
- Has all required audio-visual material been collected, and will a projector be needed?
- Has a doorperson been assigned, to collect the cover charge?
- Has insurance been obtained for the event?
- Has promotional material been generated for the event? Consider the following options:
 - Posters Flyer handouts Newspaper ad Radio ad Online calendars
 - Website Facebook event Twitter Newspaper article Email lists
 The [FJC website](#) has a searchable database of online calendars and local event papers.
- Does all of this material include the FJC logo and website information, as applicable? See the [FJC website](#) for logos, images, and other content.
- Have you submitted your promotional budget to the FJC for matching funds?
- Have you set up a promotion distribution team, and supplied them with material and detailed instructions?
- Has the promotional material been distributed?
 - Posters Flyer handouts Newspaper ad Radio ad Online calendars
 - Website Facebook event Twitter Newspaper article Email lists
 Don't forget to forward PDF or JPG/GIF/BMP copies of material to the FJC, to get on their calendar!!
- Have you decided where the FJC promotion table will go in the venue space, and notified the FJC where and when to set up?
- Have you decided where your own promotion or swag table will go in the venue space, and identified volunteers to work this table?
- Have you written up a guest list, and included the contingent from the FJC and any of your own volunteers?
- When the event has concluded, have you submitted 10% of gross proceeds to the FJC Treasurer, and received a receipt for your membership dues credit?**