

Mary's Place Third Party Event Guidelines

Mary's Place is extremely grateful to the many people and organizations who organize events to support our mission. A third-party event is hosted by a non-affiliated group or individual, where Mary's Place has no fiduciary responsibilities and little or no staff involvement.

If you are planning to host a third-party event, we ask that you review the below criteria and reach out to events@marysplaceseattle.org if you have questions!

Marketing and Promotion

Third-party events may not be represented as events sponsored by or in partnership with Mary's Place. Promotions for the event should reflect Mary's Place as a beneficiary (i.e. "proceeds from XYZ Golf Tournament will benefit Mary's Place")

All promotional materials related to an event benefiting Mary's Place must be reviewed and approved by Mary's Place Communications Officer prior to distribution (e.g. flyers, press releases, tickets, brochures, posters, etc.).

Event Expenses

If you must buy goods or services for the event and expenses will be incurred, please consider the following:

- Expenses incurred for conducting the event are the responsibility of the event organizer
- Mary's Place will not be liable for any costs or expenses
- Mary's Place will not reimburse the event organizer for the purchase of goods for a third-party event

Event Income

- The event organizers are responsible for maintaining accounting for the event
- All donation checks must be payable directly to Mary's Place
- Only checks payable to Mary's Place, and cash donations clearly labeled with the donor's information, will be provided with a tax-deductible acknowledgment letter in accordance with IRS and state tax regulations

Please let us know about efforts to recruit major financial underwriters to ensure there is no duplication of underwriting efforts already underway.

Thank you for your interest in helping Mary's Place!