



Event Name:

Date of Event:

Requested Delivery Date:

Outreach Location:

Congratulations, and thank you for hosting a meal packaging event. Your efforts will undoubtedly make a significant impact on both your community and the world at large. We are thrilled for you and your team. Please take a moment to review the details of this agreement, which outlines all the terms and conditions pertinent to your event, the items you have selected for packaging, and general event information.

We thank you further for joining The Outreach Program, which serves vulnerable communities worldwide. The Program's mission is to provide safe water, food, medical care, and education to children and those in need at home and abroad. Together, we are making a life-changing impact on current and future generations.

This agreement to sponsor a packaging event is made by and between The Outreach Program and:

Sponsoring Organization:

Organization Address:

TERMS AND CONDITIONS

The Outreach Program Services: Subject to the terms and conditions of this Agreement, The Outreach Program agrees to provide the Sponsor with the following:

- Meal Ingredients and Packaging Supplies Meal packaging equipment (funnels, stands, scales, tubs, cups, and sealers)
- Event facilitator and support during the event, unless otherwise noted and agreed upon
- Support in advance of the event to train volunteers and community leaders on hunger facts
- Examples of fliers and news releases to assist in the promotion

Sponsor Services: Subject to the terms and conditions of this agreement, the Sponsor agrees to provide The Outreach Program with the following:

- Agreed upon donation amount in full, on or before the event date, to cover the cost of ingredients, packaging materials, staffing if requested, and transportation.
- A secure and qualified event site, including tables and access to the electricity needed for packaging equipment
- Volunteers
- Unloading the truck when the ingredients and supplies are delivered to the event site
- Setting up meal packaging equipment according to the agreed-upon setup schedule
- Re-supplying packaging lines with ingredients and supplies (must be able to lift 50 lbs. multiple times)
- Loading the truck at the end of the event, including all finished meal boxes, materials, and equipment
- Clean up the event site following the meal packaging event
- Event promotion throughout the community, including flyers, posters, social media, and news releases Coordination and distribution of finished meals



EVENT SPONSOR AGREEMENT

Payment and Terms: The Sponsor agrees to pay The Outreach Program the sum of _____ (this should include your per meal rate and any shipping and staffing rate; itemized rates are show below), If you have any questions about these additional fees please reach out to your Outreach Representative. Please keep in mind that shipping rates may be estimated and could change. These funds are necessary for the purchase of ingredients, packaging materials, and transportation costs. Funds are due to The Outreach Program before or at the event unless mutually agreed upon by both parties and noted in "other agreements" later in this document. Any excess funding raised will either go towards the Sponsors' next event or be designated as a donation to The Outreach Program.

Photography and Publicity Release: The sponsor agrees to allow The Outreach Program to photograph the event and to use all such photographs for educational and marketing purposes. The sponsor's name may be used without prior approval. For individuals under the age of 18, the sponsor agrees to obtain signed media permission from a parent or guardian before the event when the parent or guardian will not be at the event with the minor to give permission. Press and Media: The sponsor agrees to promote meal packaging events and The Outreach Program through local media sources. The sponsor will use press release templates and press materials and include information about The Outreach Program in all event communications. Following the event, the Sponsor will provide The Outreach Program with a copy of any media promotion by mail or email. All press inquiries should be sent to info@outreachprogram.org.

General Provisions: Each Party agrees to hold the other party, its directors, officers, and employees, harmless from any actions, claims, losses, damages, liabilities, and expenses, including legal fees, insurance costs, or claims arising from the indemnifying party's negligent or intentional acts or omissions. This agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement, whether oral or written. This agreement shall be governed by the laws of the State of Iowa, which shall have exclusive jurisdiction over all disputes related to this Agreement.

Attorney Fees: In any legal proceeding, lawsuit, arbitration, or action ("Action") to enforce or construe this Agreement for any provisions hereof, or to recover damages on account of breach hereof, the prevailing party shall be entitled to recover from the non-prevailing party attorney's fees incurred by the prevailing party. Without limiting the foregoing, the term Action includes an action or claim brought in bankruptcy court, post-judgment proceedings, or appeals.

Please read and understand this agreement, as it is a legal and binding contract. On behalf of children and those in need across the country and around the world who are served because of your commitment to sponsoring a packaging event, please accept our deepest thanks.

Event Sponsor Name

Outreach Representative Name

Full Name

Full Name

Title

Title

Signature and Date

Signature and Date



EVENT SPONSOR AGREEMENT

CONTACT INFORMATION

PLEASE REVIEW the event contact information below to ensure smooth communication throughout your event.

Outreach Program Primary Contact

Name:

Phone:

Email:

Outreach Program Alternate Contact

Name:

Phone:

Email:

Sponsor Primary Contact

Name:

Phone:

Email:

Sponsor Alternate Contact

Name:

Phone:

Email:

Billing Contact

Name:

Phone:

Email:

Delivery Contact

Name:

Phone:

Email:



EVENT SPONSOR AGREEMENT

EVENT GOALS

- Number of Volunteers:
- Number of Table Leaders:
- Number of Shifts:
- Number of Hours Anticipated for Meal Pack:

GENERAL EVENT INFORMATION

- Event Name:
- Event Name for Group Boxes:
- Billing Address:

DELIVERY INFORMATION

- Delivery Location BLDG::
- Delivery Address:
- Delivery Method:
- Event Location Address:

Meal Choice