



Event Guidelines

Preliminary

1. A minimum of thirty (30) days advance notice of your event is required.
2. Inova Health Foundation reserves the right to withdraw its involvement in an event at any time.

Advertising

1. Any approved Third Party event or promotion shall not promote Inova as the organizer of the event, but rather the beneficiary.
2. The use of Inova's name and/or logo for publicity and fundraising purposes by community groups and individuals is permitted only through written approval from the Foundation. The program/facility should be named as "Inova program/facility" in all promotions, as opposed to "IHSF" or "Fairfax Hospital" etc...
3. All promotional materials (flyers, press releases, etc.) using Inova's name and/or logo must be reviewed by Foundation staff prior to use.
4. All aspects of approved events must be reflective of Inova's mission to improve the health of the diverse community we serve through excellence in patient care, education and research.
5. Inova can provide brochures, pamphlets and other information promoting and explaining Inova and its hospitals and facilities. Please provide as much advance notice as possible.

Liability & Insurance

1. Obtaining all necessary permits and insurance coverage is the responsibility of the event host.
2. The event host is solely responsible and liable for any and all activities and/or cost, especially any maintenance or repairs related to or arising out of the event.
3. No conduct which is unlawful or deemed offensive by Inova shall be associated with any event benefiting Inova.
4. All state and federal charitable fundraising and gaming laws must be followed by the hosting organization. Please refer to the appropriate state or federal agency for complete details.
5. Please note that Inova's insurance policy does not cover Third Party events or promotions.

Sponsorship

1. If you plan to solicit sponsorships for your event, please discuss this with your contact at the Foundation prior to any outreach. This will prevent any conflicts with organizations that currently give to Inova. Inova **cannot** solicit for sponsorships on behalf of your event.

Event Guidelines Continued...

Expenses

1. In accordance with fundraising event best practices, it is strongly suggested that events benefiting Inova keep expenses to 50% of the gross revenue. Therefore, the goal of the event must be for no less than 50% of proceeds to be donated to Inova. If not all proceeds will benefit Inova, it must be explicitly stated in all promotions. For example, "25% of ticket sales will be donated".
2. All costs for an event are the sole responsibility of the hosting organization or individual. Inova will not reimburse any individual or company for expenses incurred as a result of the event.
3. Event hosts may not keep any portion of the proceeds for profit or compensation for putting on the event.
4. All requests for the hospital's Tax ID number must be handled through your Foundation contact. The Tax ID number cannot be posted online.
5. The Third Party organizer may not set up a temporary bank account in Inova Health Foundation's name. The organizer may not use Inova Health Foundation's taxpayer identification number.

Staff & Volunteers

1. All staff and volunteers for an event will be provided by and are the responsibility of the hosting organization or individual unless otherwise agreed upon prior to the event.

Food & Alcohol

1. If serving alcohol at an event, the hosting organization must ensure that all state and federal alcohol distribution laws are followed and that all required permits/licenses are obtained. We recommend that alternative transportation be made available to all attendees.

Donations

1. The Third Party organizer should write **one** check for the net revenue from the Third Party event.
2. All checks should be made payable/mailed, within 30 days*, to :

Inova Health Foundation
8110 Gatehouse Road, Suite 200E
Falls Church, VA 22042

**Please notify Vivian Arnez if you believe your accounting department will require more than 30 days.*

How Can Inova Help?

We are honored that you have chosen Inova to be the beneficiary of your event, and we would like to support you in the following ways:

- Provide a Third Party Event Toolkit with fundraising ideas and templates and some guidance and advice for event planning
- Provide Inova program/facility publicity materials and handouts
- Provide a copy of the benefitting program or facility's logo
- Provide a letter of support to be used to validate the authenticity of the event and its organizers
- Review and approve the use of Inova's name and/or logo. All materials with Inova's name and/or logo must be approved by the Foundation before distribution.

Please note: Inova can only provide receipts for gifts from a third-party event when a check is made out directly to **Inova Health Foundation**. In those instances, Inova Health Foundation can:

- Issue IRS-compliant receipts to donors as appropriate
- Provide formal acknowledgement of a contribution to donors who have made their checks payable to Inova Health

Inova reserves the right to participate in similar promotions and special events.

Inova Health Foundation is unable to secure sponsorship or funding support, provide volunteers or staffing, obtain permits, provide insurance coverage, sell tickets, obtain press coverage, provide reimbursement for expenses, secure celebrities to attend your event, distribute promotional materials at the hospitals, offer a mailing list of donors or guarantee attendance of Inova Health Foundation personnel at your event (unless otherwise agreed upon).

Due to HIPPA regulations, we are unable to provide any unpublished patient information or stories to groups interested in supporting a specific patient or patient family at Inova.

Rest assured that your contributions are supporting Inova's most urgent priority needs in education, research and enhanced patient care. You also have the option of designating your contribution to the Inova hospital or program area of your choice.