



## Wichita Falls Area Food Bank Third-Party Event Policy

### Overview

The Wichita Falls Area Food Bank has established the following policy with guidelines regarding third-party events.

1. Any event that involves using the Wichita Falls Area Food Bank (WFAFB) name or logo must be approved in advance by the Director of Development. A *Letter of Agreement for Special Events and Promotions* must be completed and filed before event approval can be granted.
2. By hosting an event that benefits the WFAFB, the party agrees to absorb all expenses related to the event except for promotional materials describing the WFAFB's goals and organization, which may be provided as needed by the WFAFB.
3. The name "Wichita Falls Area Food Bank" may not be used in the event's title or name. "Proceeds to benefit "Wichita Falls Area Food Bank" may be used in promotional materials, invitations, or advertising copy.
4. All advertising copy and promotional materials, such as invitations, news releases, public service announcements, posters, banners, flyers, and specialty items such as t-shirts, mugs, caps, etc., which will carry the WFAFB name or logo, must be submitted for approval *before* production. If the WFAFB allows logo usage, an approved graphic provided by the WFAFB must be used.
5. The interested party is responsible for obtaining all necessary permits, licenses, and insurance for the event.
6. The WFAFB is not responsible for any damage or accidents to people or property and will not assume any legal or financial liability.
7. The WFAFB reserves the right to withdraw the use of its name at any time and will not assume any costs that may be involved in doing so.
8. All money raised must be received by the WFAFB within 30 days of the event.
9. If event organizers speak about the WFAFB leading up to and during the event, the information provided should come from the WFAFB promotional materials and [www.wfafb.org](http://www.wfafb.org). Third-party organizers are encouraged to remind event participants that they are not speaking in an official capacity, but as a volunteer and donor.
10. The WFAFB retains the right to decline association with any event/organization that does not align with its mission, ethics, and excellence standards.



**Letter of Agreement**

By signing the following agreement, you agree to comply with the agreement stated above.

**Wichita Falls Area Food Bank Authorization**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**Interested Party Authorization**

Interested Party Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**Contact Information**

Wichita Falls Area Food Bank  
Primary Contact: Marketing Director  
Email: ZachGraham@wfafb.org  
Phone: 940-766-2322  
Physical Address: 1230 Midwestern Parkway, Wichita Falls, TX 76302  
Mailing Address: PO Box 623, Wichita Falls, TX 76307