



# THIRD PARTY EVENTS

Thank you for your interest in making COA Youth & Family Centers the beneficiary of your fundraising event. We appreciate the contribution of your time and talents as well as your willingness to engage new friends and donors in support of our mission.

A third party event is any activity by a non-affiliated group or individual. While COA is able to provide support, guidance and program materials for the event, we have limited capacity for handling the majority of tasks associated with large-scale planning and staffing at third party events. Responsibilities can be discussed, and

mutually determined on a case-by-case basis.

To help make your event successful and enjoyable, and to make best use of our staff resources, please visit our website and submit the Third Party Event interest forms at least six weeks in advance of your proposed event. Sufficient lead time will ensure your event is successful and will allow the fullest use of staff as resources in planning your event.

For further questions about third party events and guidelines, contact Laura Lysaght, Special Events & Volunteer Coordinator at 414-263-8383.

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## FREQUENTLY ASKED QUESTIONS

**1. Will COA staff be able to help me organize my event?**

COA staff will be able to provide informational materials and guidance throughout the event planning process, but do not have the capacity to fully organize and plan these events. Responsibilities of the Event Organizer and COA Staff will be discussed and mutually agreed upon in advance of the event date.

**2. Can COA assist in covering any costs associated with my event?**

COA does not pay expenses associated with third-party events, but is happy to discuss support needs and/or provide direction or recommendations on a case-by-case basis.

**3. Will a COA representative attend the event?**

We will make our best effort to find a volunteer or staff person to attend if you would like a staff member(s) to represent COA at your event.

**4. Can COA provide materials such as brochures and donation forms for my event?**

Yes, with a 14-day advance notice, staff can provide these materials.

**5. Can I use COA's logo in any promotion for my event?**

Yes, with prior approval by COA. All print or broadcast materials referencing COA must be approved and comply with our guidelines.