

NEA Fundraising/Awareness Special Event Check Off List

_____ I have notified NEA at least 30 days prior to the event.

_____ I have had all written materials reviewed by NEA prior to distribution.

_____ I have read and understand NEA's Corporate Relations Policy.

_____ I plan to provide NEA with a final income/expense report within 30 days following the event.

_____ I plan to keep track of event participants and donors to allow for NEA to send out thank you letters for the tax-deductible donation amount.

_____ I will provide NEA with a write up after the event, including pictures if possible, and signed photo releases of the individuals in the photos (for NEA publications) available from the NEA office.

_____ I have kept one copy of the application/check-off list/ event guidelines for my personal files.

_____ I plan to fax or send this form and the Special Event Application back to NEA.

Signature _____ Date _____

Name _____ Date of the Event _____