

Considering Youth Emergency Services To be the Beneficiary of an Event

Thank you for considering YES to be the beneficiary of your event. To ensure the success of the event, YES has compiled a document detailing expectations of both parties.

Expectations of Organization Hosting the Event

1. Inform YES Executive Director and/or Development Director of the event at least four months to one year prior to the event.
2. Provide detailed event plan – venue, description, event layout, budget, etc.
3. Explain any other parties' involvement, if any.
4. Monthly check-ins (phone or email) about event planning process.
5. All publicity materials shall be approved by the Executive Director and/or Development Director prior to publication and distribution.
6. Inform YES of all scheduled media appearances and, whenever possible, include a YES representative from YES.

YES will in turn

1. Provide support to organization in planning and promoting their event, as requested.
2. Promote the event on the YES web site, newsletter and social media sites.
3. Approve publicity materials within 2 business days of receipt.
4. Have at least one representative from YES at the event.

Things to keep in mind when planning an event

1. Event must be consistent with and extend the mission of Youth Emergency Services. Since YES helps youth, the event should be appropriate for children to be in attendance, unless previously approved by Executive Director and/or YES Development Director.
2. No nudity or profanity at the event or in any artwork/display at the event.
3. If holding a raffle or auction, all items must be approved by the Executive Director and/or Development Director

Contact Stacy or Bob at the YES administrative office if you are interested in sharing a proposal with us. We would love to hear from you! Phone -- 402-345-5187