

**ORNCC Sponsored Events
Event Agreement Form**



This form is intended to offer clarity and agreement between hosts of workshops with CNVC Certified Trainers and ORNCC, for workshops sponsored by ORNCC. It is our hope that completing this form involves a negotiation dance that considers the needs, hopes and wishes of all parties.

We recommend reviewing the document “ORNCC sponsored events” found in the Event Coordination Toolkit prior to completing this form to gain a thorough understanding of what it means for ORNCC to sponsor an event.

EVENT INFORMATION:

NAME OF EVENT _____ DATE OF EVENT _____

LOCATION OF EVENT _____ CITY _____ ST _____

NAME OF TRAINER _____ REGIONAL TEAM AFFECTED _____

REGIONAL TEAM CONTACT FOR EVENT _____ SIGNATURE _____ DATE _____

ORNCC STATE COORDINATOR _____ SIGNATURE _____ DATE _____

CRITERIA FOR ORNCC SPONSORSHIP:

Trainer is Certified by the Center for Nonviolent Communication.

BENEFITS OFFERED TO ALL ORNCC SPONSORED EVENTS:

- ORNCC retains financial responsibility for the event. ORNCC makes the agreement directly with the trainer, and any expenses not covered by workshop/event revenue will be paid by ORNCC.
- ORNCC retains legal responsibility for the event, including any liabilities from potential lawsuits from participants.
- Workshop is listed on the ORNCC website as an ORNCC sponsored event.
- Workshop is highlighted in ORNCC e-newsletters distributed to ORNCC community members around Oregon 1-2 months prior to event.
- ORNCC may promote the event using other methods (see list below).

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- Creation of ORNCC event registration form
- Participants can register and pay for the workshop using a credit card, both online via the ORNCC website and at the workshop using manual machines.
- Training hosts can choose to use ORNCC's scholarship process (including process and form).
- All pre-registration information will be tracked and processed by ORNCC State Coordinator. This includes entering and organizing all online and mail-in registrations, processing credit cards, making cash and check deposits, and creating a running spreadsheet of all registrants.
- ORNCC will handle any request for refunds, reimbursements, etc.
- All NVC books/materials will be ordered by the ORNCC. All revenues/expenditures related to sale of NVC books/materials will be processed by the ORNCC.
- Event support materials will be provided, including the following: (1) Join our community cards (for intro events only), (2) where did you hear about us cards, (3) ORNCC donation forms, (4) receipt booklets, (5) banners and event table signage, (6) manual credit card machines and forms (7) pens/pencils, (8) event handouts

REQUESTS FOR TRAINER IN RELATION TO AN ORNCC SPONSORED EVENT:

- Negotiate an agreement which includes financial support for both ORNCC and the event host which might be individual(s), an organization, or local volunteer team). , For example, the trainer might contribute 10% to ORNCC and 10% to the local team (or host) of the net workshop revenue (revenue after expenses). For ORNCC, we ask for consideration that there is a 3-5% transaction cost from the bank on credit card registration payments (depending on amount charges and type of card).

REQUESTS FOR HOST OR HOSTING TEAM IN RELATION TO AN ORNCC SPONSORED EVENT:

- Submit proposed budget to ORNCC State Coordinator, and provide receipts for agreed upon budget expenditures
- Arrange training site, promote training locally, provide handout packet, refreshments, volunteers to help with registration.
- Sell books and other educational materials (this is a minor, but important way that ORNCC generates funds)
- Forward people's names and contact information (e-mail addresses) to the ORNCC database coordinator if participants would like to be connected with the Statewide community, and are not already. Other ways to do this include:
 - a. directing them to the "Join our Community" page on the ORNCC website, where they can enter their information themselves
 - b. asking them to complete cards or write on a list if they want to be added to our database, then you forward the cards/list to ORNCC
- Make ORNCC brochures available for distribution at your workshop, or direct people to the ORNCC website.
- Invite (request) participants consider making a tax-deductible donation to CNVC or ORNCC.

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OTHER POSSIBLE PROMOTION BENEFITS/SUPPORT OFFERED TO THIS ORNCC SPONSORED EVENT - The strategies for support to workshop hosts are all negotiable, and can be done by an ORNCC representative, a member of the local volunteer team, or somebody else.

- Mentoring to regional team’s promotion coordinator and promotion volunteers, including assistance with developing a promotion plan, one-on-one orientation to promotion toolkit resources.

- Design of promotional flyers, posters and mini flyers by ORNCC Promotion Coordinator. Requested completion date: _____

- Design of promotional advertisement(s) by ORNCC Promotion Coordinator. Requested completion date: _____

- Submission of advertisements to select statewide publications (includes payment of advertising by ORNCC) – list publications here: _____

- Submission of advertisements to select regional/local publications – list publications here: _____

- Email-based promotion to organizations/individuals included in the ORNCC targeted organization database.

- Posting of events on statewide and multi-regional websites as included in the ORNCC targeted organization database. List specific websites here: _____

- Media relations support, including developing news release(s), talking points, and pitching events or trainer interview opportunities to local or statewide media. Identify specific strategies here: _____

- OTHER: _____