

# **Crazy by Chiari**

## **Event and Program Policy**

### **1. Purpose**

The purpose of this Event and Program Policy is to provide guidelines and procedures for planning, organizing, and executing events and programs by **Crazy by Chiari** ("the Organization"). This policy aims to ensure that all events and programs align with the organization's mission, values, and operational standards.

### **2. Event and Program Planning**

#### **Section 1: Purpose and Objectives**

1.1. Each event or program must have clear and documented objectives that align with the mission and goals of the Organization.

1.2. The purpose of each event or program shall be clearly communicated to stakeholders, participants, and volunteers.

#### **Section 2: Budget and Financial Management**

2.1. A budget shall be developed for each event or program, including revenue projections, expenses, and fundraising goals where applicable.

2.2. Financial transactions related to events and programs shall be conducted in accordance with the Organization's financial policies and procedures.

### **3. Event and Program Execution**

#### **Section 1: Event and Program Coordination**

1.1. Events and programs shall be coordinated by designated staff members or volunteers who are responsible for planning, implementation, and evaluation.

1.2. A timeline and work plan shall be established for each event or program, outlining key milestones and responsibilities.

#### **Section 2: Participant and Stakeholder Communication**

2.1. Participants and stakeholders shall receive clear and timely communication regarding event or program details, including date, time, location, agenda, and any special requirements.

2.2. Communication shall be respectful, inclusive, and accessible, accommodating the needs of diverse participants.

#### **Section 3: Health and Safety**

3.1. Events and programs shall prioritize the safety and well-being of participants, staff, and volunteers.

3.2. Appropriate safety measures, including first-aid provisions and emergency response plans, shall be in place for events and programs.

### **4. Fundraising and Donations**

## **Section 1: Fundraising Events**

1.1. Fundraising events shall comply with all applicable laws and regulations governing charitable solicitation and reporting.

1.2. Donors shall receive acknowledgment and receipts for tax purposes in accordance with applicable tax regulations.

## **5. Recordkeeping and Evaluation**

### **Section 1: Recordkeeping**

1.1. Records of each event and program, including financial documentation, participant lists, and evaluations, shall be maintained in accordance with the Organization's document retention policy.

### **Section 2: Evaluation and Reporting**

2.1. Events and programs shall be evaluated against their objectives and outcomes.

2.2. Evaluation results shall be used to improve future events and programs and to inform the organization's strategic planning.

## **6. Public Image and Branding**

### **Section 1: Branding and Publicity**

1.1. All events and programs shall adhere to the Organization's branding and publicity guidelines.

1.2. The Organization's name, logo, and branding materials shall be used consistently and appropriately in event and program materials.

## **7. Partnerships and Collaborations**

### **Section 1: Partnerships and Collaborations**

1.1. Collaborations and partnerships with other organizations or entities for events and programs shall be formalized through written agreements outlining roles, responsibilities, and expectations.

## **8. Compliance with Laws and Regulations**

### **Section 1: Legal Compliance**

1.1. All events and programs shall comply with applicable federal, state, and local laws and regulations, including permits, licenses, and insurance requirements.

## **9. Review and Amendments**

### **Section 1: Policy Review**

1.1. This Event and Program Policy shall be reviewed annually and may be amended as necessary to ensure its continued relevance and effectiveness.

**Crazy by Chiari**

Date of Policy Adoption: 1/15/25

