



Spirit & Place Festival

New connections. New directions.

Partner Agreement

1. **EVENT FEE:** Pay a sliding scale event fee (\$400/\$200/\$100) within 30 days of invoicing. (Payable to Indiana University; Full refund by July 22.)
2. **REQUIRED PARTNER MEETING:** June 8, 2017
3. **CHANGES MADE? IMMEDIATELY UPDATE SPIRIT & PLACE:** Ex's: Title, Time, Speakers, Format (add on's), etc.
4. **RSVP's for FREE EVENTS:** Use the online Google Docs RSVP system provided by Spirit & Place and monitor registration numbers and send confirmations.

RSVP's for FEE-BASED EVENTS: Use your own RSVP/ticketed system and provide names and emails for all attendees within 7 days following your event.
5. **REPEATED EVENTS:** Guarantee your event will NOT be repeated outside the festival between August 1 and December 30, 2017 in Marion or contiguous counties.
6. **LOGO & HASHTAG:** Use the Spirit & Place Festival logo and hashtag (#SPIndy) in all event collateral, PowerPoints, and websites. Events that fail to use the Spirit & Place logo on their web sites by September 1 will be removed from the festival website.
7. **COMPLIMENTARY SEATS:** Provide two (2) complimentary/priority seats for promotional purposes and four (4) non-priority seats for Spirit & Place Festival volunteers/representatives (larger venues may require more).
8. **PUBLICITY:** Publicize/promote your event to your and your collaborators' audience as well as the wider public.
9. **PROMO MATERIALS:** Display and/or distribute Spirit & Place Festival materials (e.g., calendars, posters, fliers, event guides) in advance of and during the festival.
10. **IMAGES:** Grant permission to Spirit & Place Festival to utilize submitted images in promotional materials and represent and warrant you are either the copyright owner or have secured rights from the copyright owner of the image to grant permission.
11. **VOLUNTEERS:** To anchor your event in the larger festival, Spirit & Place volunteers must be provided a table and 2 chairs in a visible location where they can greet attendees, distribute event guides, and collect evaluations.
12. **WELCOME MESSAGE:** Use the required welcome message in your event introductions (i.e., mention Spirit & Place and its key sponsors) and verbally remind your audience to turn in an evaluation form to the Spirit & Place volunteers.
13. **PARTNER SURVEY & EMAIL LISTS:** Complete a post-festival online evaluation survey by December 1, 2017.