



**Entertainment
Community Fund**
Formerly The Actors Fund

Guidelines for producing fundraising projects to benefit the Entertainment Community Fund

Thank you for your interest in organizing a fundraising project to benefit the Entertainment Community Fund. We sincerely appreciate your commitment and your efforts.

Below are a few guidelines that will define our relationship with your project. If you agree with these guidelines, please sign this form and return it to the Entertainment Community Fund.

- All uses of Entertainment Community Fund logo, name and/or description need to be approved by the Entertainment Community Fund in advance.
- The creative energy making the fundraising successful should always be donated.
- Reasonable expenses should ensure safety for the performers and, while we understand that not all venues or caterers can donate, we encourage you to seek such in-kind support.
- In promotional materials, clearly describe how the Entertainment Community Fund will benefit from the project (i.e. all net proceeds, \$X of each ticket, X% of net proceeds, etc.) *Please note: a general statement such as “a portion of the proceeds will be donated to the Entertainment Community Fund” does not adhere to the above parameters and will result in a delay of the approval process.*
- Project producers are responsible for securing talent, venue and/or sponsorship.
- Project producers are responsible for promoting the project and the Entertainment Community Fund will support your efforts if possible.
- Contributions to the Entertainment Community Fund should be sent to the Entertainment Community Fund no later than 30 days after project end date.

I/We agree to these guidelines for producing events to benefit the Entertainment Community Fund.

Name:

Date: