

## How GHF can work with you:

**We know events take a lot of work, and we're here to support you in the following ways:**

- Providing advice on planning your event
- Discussing ideas and best practices
- Promoting your event through various communication tools: Foundation website, Facebook, Instagram, and Twitter
- Listing your event on the Foundation's Events Calendar and link to your website and contact information
- Distributing (but not print) your brochures or flyers at the Foundation
- Providing a letter of endorsement to validate your event
- Offering representative(s) from the Foundation to attend your event (subject to staff availability)
- Use of our logo for your marketing materials (all print materials must be approved by the Foundation prior to print)
- Issuing tax receipts, if applicable (please see "Income tax receipting for events", page 5)
- Due to limited time and resources in the Foundation, please note there are a few things that we can not help with.
  - These include:
    - Providing funding or reimbursement for event expenses
    - Providing volunteers to help at your event
    - Applying for gaming licenses or insurance
    - Providing mail/email lists of Georgetown Hospitals' donors or sponsors (due to our privacy policy)
    - Providing administrative help (such as mailing invitations, thank you letters, making phone calls, etc)
    - Managing your revenue/expenses