



Third-Party Event Guidelines

- Second Harvest will not be responsible for any sponsorships of the event unless a contract has been agreed to prior to the event announcement.
- Second Harvest will provide logos, printed material about the Food Bank, and food drive containers to said event 4 weeks out.
- Every effort will be made to have a staff member in attendance, dependent on staff availability, scheduling and prior commitments Second Harvest cannot guarantee to have a representative in attendance.
- Second Harvest staff should not be expected to do more than answer questions, present information, or educate attendees on the Food Bank.
- Third party is responsible for all expenses; Second Harvest will not incur any expenses for marketing.
- Second Harvest does not guarantee number or frequency of posts.