

FEM Recipient MOU Sample

Award for _____ (title of honor, year)

presented by _____ (organization name)

to _____ (recipient name)

Thank you for your contribution to _____ (cause). It is our honor to present you with an award at _____ (event name) on _____ (date) at _____ (venue) in _____ (city, town).

Please review the participation criteria and let us know if you have any concerns. By signing this agreement you are acknowledging that you have read and accepted the following:

1. You are a member in good standing of _____ (organization name).
2. You have not previously received this award.
3. You will be available in person to receive the award on _____ (event date).
4. Travel and accommodation for you and _____ guest(s) will be paid for by _____ (organization name).
5. You and _____ guest(s) will receive complementary tickets to the gala event.
6. You will be invited to the stage to deliver a speech of 3-5 minutes in length.
 - a. Speech script must be delivered to event organizers no later than 48 hours before the event to ensure we can best support you with teleprompters and other a/v.
 - b. A mic check and staging walk through will be held at _____ (time) on the event day.
7. Your name and likeness will be used in promotional materials leading up to the event including:
 - a. Emails to potential attendees
 - b. Social media posts on Facebook, Instagram and Twitter
8. You will be available for a minimum of one media appearance to be arranged at a mutually convenient time on an outlet such as _____ (name of radio, TV, YouTube, podcast) prior to the event.
9. Your name and likeness will be used on a "past recipients" page on our website on an ongoing basis going forward.
10. You will be asked to reach out to your network for contributions to _____ (cause), with support from our staff including a sample letter and sample email. Past recipients have raised up to \$ _____ in honor of their receiving the award.

We welcome all engagement with your social media and promotional team. If there are any members of your team we should reach out to in order to coordinate this, please provide their contact information here:

I, the undersigned, have read and agreed to the terms laid out above:

_____ (name)

_____ (date)