



| | Provided by SMGHF | Provided by SMGHF Based on Availability | Provided by the Third Party Event Host |
|---|--------------------|--|---|
| Third Party Event Recognition & Promotion | | | |
| <i>Pre Event</i> | | | |
| Promotion on SMGHF website | X | | Logo and event details |
| Event Poster displayed in Foundation Office | X | | Poster development and printing |
| Social Media | Minimum 3 mentions | | |
| Promoted in monthly Foundation newsletter | | X | |
| Promoted in Hospital Newsletter | | X | |
| Obtain Insurance or Liability Coverage (if required) | | | X |
| <i>During Event</i> | | | |
| Participation by SMGHF staff and/or guests | | X | |
| Speaker from SMGHF | | X | |
| Thank you signage onsite at event | X | | |
| <i>Post Event</i> | | | |
| Thank you board displayed in Hospital Lobby | X | | |
| Cheque Presentation | X | | |
| Tax Receipts provided to participants (Where appropriate) | X | | Full Names and addresses required |
| Thank you message on external sign | | X | |

