



## **Third-Party Events: Frequently Asked Questions**

### **Can I use the Stephenson Cancer Center name and logo to promote my event?**

If your event is approved as a third-party event, the use of the Stephenson Cancer Center's name and logo can be permitted, pending review. Please submit all materials for approval to the Marketing team and allow seven to ten days for review.

### **Can the Stephenson Cancer Center help spread the word about my event?**

Yes, we have a few ways we can help! We can post details on approved events on social media, website calendar, and where relevant, in newsletters. While we're happy to help, please make sure your event has a good plan to communicate the event to the relevant audience.

### **What can Stephenson Cancer Center provide me for the event day?**

Depending on the type of event and what is requested with appropriate notice, Stephenson Cancer Center may be able to provide a speaker, limited number of promotional branded items, Stephenson Cancer Center banner / signage, and informational brochures.

### **Who is responsible for my event expenses?**

The event organization/organizer is responsible for all of the costs associated with the event and will not be reimbursed by the Stephenson Cancer Center. Events costs can be deducted from the gross amount raised before any funds are donated to the cancer center. Many event organizers try to secure underwriters or sponsorships to offset the cost of hosting an event.

### **Can the Stephenson Cancer Center solicit corporate sponsorship for my event?**

The Stephenson Cancer Center cannot solicit corporate sponsors for your event. However, your Special Events representative would be happy to review your letter.

### **What should I do with the money raised from my event after I have collected it?**

Within eight weeks of the event, please mail the net proceeds to:

The OU Foundation  
P.O. Box 258856  
Oklahoma City, OK 73126

Checks made out to the OU Foundation need to be marked with a clear notation in the memo, or include a note stating: ***in support of XX at the Stephenson Cancer Center.***

### **Additional Information**

If you have any additional questions or would like more information, please contact your Special Events representative. If you do not have a representative, please feel free to contact Stephenson Cancer Center at the information below.

E: [scc-special-events@ouhsc.edu](mailto:scc-special-events@ouhsc.edu)

P: (405) 271-4880

Stephenson Cancer Center

800 NE10th St., Ste. 6065

Oklahoma City, OK 73104