

ABOUT A MILLION POLICIES

Suggested content and reasoning on:

General Organizational Policies

Festival Specific Policies

Protestors Policies

Vendor Policies

Sponsorship Policies

ChatGPT and Google are your friends to find great examples
Borrow from others and customize for your own organization
Your attorney should always review

Policies are essential for establishing guidelines, ensuring compliance with laws and regulations, and promoting transparency and accountability. Policies often dictate our behavior or actions in a given situation. Policies can be the guide in difficult situations when the answer has already been considered and selected.

General organizational policies:

1. **Code of Conduct/Ethics Policy:** Outlines expected behavior for board members, staff, volunteers, and stakeholders, emphasizing integrity, honesty, and ethical decision-making.
2. **Conflict of Interest Policy:** Requires disclosure of any conflicts of interest and outlines procedures for handling situations where conflicts may arise.
3. **Financial Management Policy:** Establishes procedures for budgeting, accounting, financial reporting, and internal controls to ensure financial accountability and transparency.
4. **Whistleblower Policy:** Provides a mechanism for reporting unethical behavior, fraud, or misuse of funds, and protects whistleblowers from retaliation.
5. **Privacy Policy:** Describes how the organization collects, uses, and protects personal information of donors, members, clients, and employees in compliance with privacy laws.
- **6. Board Governance Policy:** Outlines the roles, responsibilities, and expectations of board members, including meeting frequency, decision-making processes, and board member recruitment. Partly contained in Articles of Incorporation and Bylaws.
- **7. Human Resources Policy:** Covers employment practices, including hiring, compensation, benefits, performance evaluation, use of contractors and termination procedures.
- **8. Volunteer Management Policy:** Defines volunteer roles, expectations, and procedures for recruitment, training, supervision, and recognition.
9. **Fundraising Policy:** Guides fundraising activities, including donor stewardship, gift acceptance policies, and compliance with fundraising regulations.
- *10. Risk Management Policy:** Identifies potential risks to the organization and outlines strategies for mitigating them, such as insurance coverage, emergency response plans, and data security measures.
11. **Program Evaluation and Impact Assessment Policy:** Establishes procedures for monitoring and evaluating the effectiveness and impact of the organization's programs and services.
12. **Diversity, Equity, and Inclusion Policy:** Commits the organization to promoting diversity, equity, and inclusion in its governance, programs, and practices.

These policies can vary depending on the size, scope, and activities of the non-profit, and they should be regularly reviewed and updated to reflect changes in laws, regulations, and best practices. Additionally, it's important for non-profits to communicate these policies effectively to stakeholders and ensure they are implemented consistently throughout the organization.

A community festival, like any event, should have policies in place to ensure the safety, well-being, and enjoyment of attendees, volunteers, performers, and organizers. Here are some key policies that a community festival should consider implementing:

1. Health and Safety Policy: Clearly outline procedures for ensuring the health and safety of all attendees, including first aid provisions, emergency response protocols, and crowd management strategies.

2. Alcohol Policy: If alcohol is served at the festival, establish guidelines for responsible alcohol consumption, ID checking procedures, and restrictions on alcohol sales and consumption areas.

****3. Vendor Policy:** Define requirements and expectations for vendors participating in the festival, including permit and licensing requirements, product standards, and booth setup and teardown procedures. **Usually results in a vendor handbook.**

4. Accessibility Policy: Ensure that the festival is accessible to individuals with disabilities by providing accessible facilities, accommodations, and services, and by adhering to accessibility laws and regulations.

5. Environmental Sustainability Policy: Commit to minimizing the festival's environmental impact by implementing recycling and waste reduction initiatives, promoting sustainable transportation options, and minimizing energy consumption.

6. Lost and Found Policy: Establish procedures for handling lost and found items during the festival, including collection, storage, and return protocols.

7. Public Behavior Policy: Set expectations for appropriate behavior and conduct at the festival, including zero-tolerance policies for violence, harassment, discrimination, and illegal drug use.

Include weapons, personal property such as chairs, coolers, outside food & beverage.

8. Photography and Recording Policy: Clarify rules regarding photography, videography, and audio recording at the festival, including consent requirements for capturing and sharing images or recordings of attendees.

9. Inclement Weather Policy: Develop a plan for managing inclement weather conditions, such as extreme heat, rain, or wind, including communication strategies, shelter options, and contingency plans for event modifications or cancellations.

10. Financial Policy: Establish guidelines for handling festival finances, including budgeting, revenue collection, expense tracking, and financial reporting procedures.

****11. Volunteer Policy:** Define roles, responsibilities, and expectations for festival volunteers, including recruitment, training, supervision, and recognition. **Becomes Volunteer Policy and Procedures or Volunteer Management Plan.**

12. Crisis Communication Policy: Develop protocols for communicating with attendees, volunteers, performers, and the public in the event of emergencies, crises, or other critical incidents.

****Emergency Management Plan is a stand alone product**

13. Ticket pricing and attendee benefits, refunds and access points

14. Customer service expectations along with complaints process and refund requests.

15. Equipment Use – golf carts, forklifts, gators, and personal property / vehicles use on site.

**** - These are likely to become “handbooks” or included substantially more content due to the subject matter.**

These policies should be communicated clearly to all stakeholders, including attendees, volunteers, vendors, and performers, and should be reviewed and updated regularly to reflect changes in circumstances, regulations, or best practices.

When planning for an event like a community festival, it's important to consider the possibility of **protestors**. Here are some considerations and potential policies to address protestors:

1. **Freedom of Expression Policy:** Recognize and respect individuals' rights to freedom of expression and peaceful protest, as protected by law.
2. **Designated Protest Areas:** Designate specific areas within or near the festival grounds where protestors can gather and express their views safely and peacefully without disrupting the event.
3. **Code of Conduct for Protestors:** Establish guidelines for protestors to ensure that their actions are peaceful, respectful, and lawful, and outline consequences for disruptive or violent behavior.
4. **Communication and De-escalation:** Train festival staff and security personnel in effective communication and de-escalation techniques to peacefully resolve conflicts or tensions that may arise between protestors and attendees.
5. **Security Measures:** Implement appropriate security measures to ensure the safety and security of all attendees, including monitoring protest activities, controlling access points, and coordinating with law enforcement if necessary.
6. **Emergency Response Plan:** Develop protocols for responding to emergencies or disturbances involving protestors, including evacuation procedures and communication strategies to keep attendees informed and safe.
7. **Media Relations Policy:** Establish guidelines for interacting with media outlets and managing public relations in relation to protest activities to minimize negative impacts on the festival's reputation.
8. **Legal Considerations:** Consult with legal experts to understand the rights and responsibilities of both the festival organizers and protestors and ensure compliance with relevant laws and regulations governing protests and public gatherings.
9. **Community Engagement:** Foster open dialogue and engagement with the community, including protestors and their representatives, to address concerns, grievances, and potential areas of conflict in a constructive manner.
10. **Documentation and Reporting:** Document any incidents involving protestors, including any disruptions or conflicts, and report them to appropriate authorities as necessary for follow-up or legal purposes.

By proactively addressing the potential presence of protestors and implementing appropriate policies and procedures, festival organizers can help ensure that the event remains safe, enjoyable, and inclusive for all attendees while respecting individuals' rights to freedom of expression.

Vendor policies are crucial for ensuring that vendors participating in a community festival adhere to certain standards and guidelines, promoting fairness, safety, and overall success of the event. Here are some key components to consider when developing vendor policies for a community festival:

1. **Application and Selection Process:** Outline the process for vendors to apply for participation in the festival, including deadlines, application requirements, and selection criteria (e.g., product/service quality, diversity, alignment with the festival's mission).
2. **Vendor Fees and Payment Terms:** Specify any fees or costs associated with participating as a vendor, including booth rental fees, permits, and taxes, as well as payment deadlines and accepted forms of payment. (Cancellation and refund policy)
3. **Product and Service Standards:** Define standards for the products or services that vendors are allowed to sell or promote at the festival, ensuring alignment with the event's theme, values, and audience preferences.
4. **Booth Setup and Decorum:** Provide guidelines for booth setup, including size limitations, area to occupy, sound amplification, signage, and display materials, as well as expectations for vendor conduct, professionalism, and customer service.
5. **Health and Safety Regulations:** Require vendors to comply with all applicable health and safety regulations, including food handling, sanitation, and fire safety standards, and provide documentation as needed (e.g., permits, licenses).
6. **Insurance and Liability:** Specify insurance requirements for vendors, including general liability insurance coverage, and clarify the extent of the festival's liability for any damages, losses, or incidents involving vendors or their products/services.
7. **Cancellation and Refund Policies:** Establish policies for vendor cancellations, including any refund or penalty provisions, and outline procedures for notifying festival organizers of cancellations in advance.
8. **Load-In/Load-Out Procedures:** Communicate logistics and timing for vendor load-in and load-out, including designated setup and teardown times, as well as any restrictions on vehicle access or parking.
9. **Compliance with Laws and Regulations:** Require vendors to comply with all applicable laws, regulations, and permits governing their business operations, including sales tax collection, alcohol licensing, and zoning ordinances.
10. **Conflict Resolution Process:** Provide a mechanism for resolving disputes or conflicts that may arise between vendors, festival organizers, or attendees, including escalation procedures and mediation resources.
11. **Promotional Opportunities:** Offer opportunities for vendors to promote their participation in the festival through marketing channels such as the event website, social media, and promotional materials, while ensuring consistency with event branding and messaging. A clearly defined policy on in-booth promotions, drawings, raffles and giveaways is needed.
12. **Feedback and Evaluation:** Seek feedback from vendors after the festival to assess their experience, identify areas for improvement, and gather suggestions for future events, fostering ongoing collaboration and community engagement.
13. **Solicitation:** Provide written guidelines for vendor to vendor solicitation, when it is allowed or disallowed as well as outside soliciting to vendors. This provides a level of protection so vendors can conduct business rather than deal with outside solicitation. This is enforced by event policy.

Festival Sponsorship Policy

Purpose:

The purpose of this **festival sponsorship policy** is to outline the criteria, guidelines, and procedures for seeking and managing sponsorships for [Name of Festival]. Sponsorship plays a crucial role in supporting our festival and ensuring its success, and this policy aims to provide clarity and transparency in the sponsorship process.

1. Objectives:

- To secure financial and in-kind support from businesses, organizations, and individuals to fund the festival.
- To establish mutually beneficial partnerships with sponsors that align with the values and goals of the festival.
- To ensure that sponsorships are leveraged effectively to enhance the festival experience for attendees while providing value to sponsors.

2. Eligibility:

- Sponsorship opportunities are open to businesses, organizations, and individuals that align with the mission, values, and target audience of the festival.
- Prospective sponsors must comply with all relevant laws and regulations, including those related to advertising and sponsorship.

3. Sponsorship Levels and Benefits: Are determined based on value and exchange. These may be preset or customized.

- Sponsorship levels will be determined based on the level of financial or in-kind support provided by the sponsor.
- Benefits for sponsors may include logo placement on promotional materials, recognition on social media and the festival website, VIP access to festival events, branding opportunities at festival venues, and other perks as negotiated.
- Benefits and fulfillment must be cleared by any impacted areas such as marketing and should be a joint effort.

4. Sponsorship Acquisition Process:

- Prospective sponsors may express interest in sponsoring the festival by contacting the festival organizers directly or through designated channels. A sponsorship coordinator may work to secure sponsors.

- Procedures outlining who is in authority to act as clearinghouse on all sponsorship is recommended. Interference, non-compete and non-duplication processes may be needed.

- Festival organizers will delegate a coordinator or evaluate sponsorship proposals based on alignment with festival objectives, available sponsorship opportunities, and potential benefits for both parties.

- Negotiations with sponsors will be conducted in good faith to reach mutually agreeable terms.

DEFINE BUDGET REDUCING IN KIND, In kind, Donations and cash sponsorship

Exclusivity is reserved for the highest levels of investment at the discretion of sponsorship coordinator

5. Sponsorship Agreement:

- A written sponsorship agreement will be executed between the festival organizers and each sponsor, outlining the terms and conditions of the sponsorship arrangement.

- The agreement will specify the sponsorship level, benefits, duration, payment terms, and any other relevant details.

- Both parties must adhere to the terms of the sponsorship agreement throughout the duration of the sponsorship.

6. Sponsorship Recognition and Reporting:

- Festival organizers will ensure that sponsors receive the agreed-upon benefits as outlined in the sponsorship agreement.

- Sponsors will be recognized publicly through various channels, including signage, announcements, and digital media.

- Festival organizers will provide sponsors with periodic reports on the impact and effectiveness of their sponsorship, including metrics such as audience reach, engagement, and feedback.

7. Sponsorship Review and Renewal:

- The effectiveness of sponsorships will be evaluated regularly to assess their impact on the festival and the sponsor's objectives.

- Sponsorship agreements may be renewed, modified, or terminated based on performance, changing circumstances, or mutual agreement between the parties.

8. Compliance:

- Festival organizers and sponsors must comply with all relevant laws, regulations, and industry standards governing sponsorship, advertising, and marketing practices.

- Any disputes or concerns regarding sponsorship arrangements will be addressed promptly and in accordance with the terms of the sponsorship agreement.

9. Confidentiality:

- All information exchanged between festival organizers and sponsors during the sponsorship process will be treated as confidential unless otherwise agreed upon in writing.

10. Policy Review:

- This sponsorship policy will be reviewed periodically to ensure its effectiveness and relevance to the festival's goals and objectives.

- Amendments or updates to the policy may be made as necessary with the approval of festival management.

NOTE: The responsibility of sponsorship acquisition is often shared by multiple volunteers. A very clear plan to define processes that will maintain consistency across all sponsors is important. In some instances it is recommended that a single person be responsible for all sponsorships, requiring all members of the organization to refrain from discussions with prospective or current sponsors.