IGNITE Worldwide Event Host Agreement

Thank you for being an IGNITE Event Host! This agreement is to help ensure the success of your event, including providing necessary lead time for IGNITE Staff and education partners to effectively coordinate impactful IGNITE events with robust student engagement. If you have questions or concerns regarding your role as Event Host, please contact your IGNITE representative at least 3 weeks before your event.

To support your event, IGNITE Worldwide agrees to do our part in advertising your event to our network of educators and working with them to maximize student attendance, and provide you and your company with the support and resources you need to create a meaningful experience for students, educators, and volunteers.

By committing to host an IGNITE Event, I agree to the following:

- Work with the IGNITE Program Team to set up my event in accordance with IGNITE Worldwide’s best practice procedures.
- Only use IGNITE resources, including script, branding, and IGNITE logo, for IGNITE Events.
  - Non-IGNITE collaborative events should not include the IGNITE logo unless approved.
- I will receive a confirmation email when a teacher registers for my event. It is my responsibility to confirm the date and time for the event by the end of the following business day (6:00 pm PST/PDT) by replying to this email, or contact IGNITE with a status update.
- Small Group Leaders (in-person) & Breakout Room Leaders (virtual) will adhere to and follow best practices outlined in their applicable guides, provided by IGNITE Worldwide.
- By 3 weeks before your event:
  - Submit a 1-2 sentence description of the hands-on activity to take place during your event.
- By 2 weeks before the event:
  - Fill all volunteer roles.
    - If roles are not filled by two (2) weeks before the event or reasonable accommodations are made in coordination with IGNITE Staff, your event will be canceled.
  - Share your activity curriculum with IGNITE.
    - IGNITE will provide feedback on how to make your curriculum more accessible and interactive.
- By 1 week before your event:
  - Facilitator and Tech Host(s) complete the IGNITE training requirement.
  - Small Group Leaders (in-person) & Breakout Room Leaders (virtual) review their applicable guides.
• By 3 days before the event:
  ○ All Panelist volunteers complete the IGNITE Panelist Training requirements.
  ○ Send any activity handout links to IGNITE.
    ■ IGNITE will confirm their student accessibility.