

## Woodford Humane Society Event Application

Thank you so much for your interest in helping the animals of the Woodford Humane Society! Please complete this form and return it to [marty@woodfordhumane.org](mailto:marty@woodfordhumane.org) for consideration by our Events Committee. Because of prior commitments and limited resources, we may not be able to participate in all proposed events, but please know that we appreciate your wanting to help.

Business Name:

Address:

City, State, Zip:

Phone #:

Fax #:

Email:

Contact person:

Title:

Best Way To Reach

Phone:

Email:

Proposed Name of Event:

Type of Event:     Fundraising     Awareness/Adoptions     Animal Service (ie rabies clinic)

Please describe the Event:

Location of Event: (please specify indoors or outdoors)

Date and Time (include a rain date):

What would you need the Woodford Humane Society to do and/or provide for this event, during planning and during the event itself?

Is this a first time event?

If no: how many years has it been held?

If no: what was the total income and cost, and how much went to the charity?

How many people do you expect to attend?

What kind of promotion are you planning (tv, radio, newspaper, other)?

How many volunteers will you ask us to provide?

Will you have event sponsors?

Will you accept in-kind donations?

How will the event be staffed?

How much money do you expect to raise?

What percentage of the proceeds will go to the Woodford Humane Society?

Your Federal ID:

Do you have Event Insurance?

Provided by?

Do you have a license to serve liquor (if liquor is being served)?

Do you have a gaming license (if you are selling raffle tickets, etc.)?

Will the event be catered, and by whom?

Do you have a committee organizing this event?

What is the projected timeline of planning leading up to the event?

Can the Woodford Humane Society bring animals to the event for adoption?

Will other animal organizations be present?

Will the facility allow for pets on leash and/or in cages?

Who will handle event followup – thank you notes, post-event media coverage?