

Capital Area
Humane Society
adopt 🐾 adore 🐾 advocate

Dear Friend,

Thank you for your interest in having the Capital Area Humane Society participate in your event. Friends like you make it possible for the Capital Area Humane Society to make a difference in the lives of animals and people in our community. Your support makes our work possible.

The Capital Area Humane Society receives many requests throughout the year from organizations. Due to our limited resources, we must carefully consider our level of involvement with these initiatives.

Enclosed you will find an event planning form. When filling out the event planning form, please be specific in providing us with information regarding your event. The Capital Area Humane Society Development Office will review all requests once the enclosed form is returned. We will contact your or your organization with confirmation relative to our participation in your event.

The Capital Area Humane Society, a non-profit animal welfare organization founded in 1883, provides programs and services for animals and people in Central Ohio. It is our mission to fight animal cruelty, help animals in need and advocate for their well-being. More than 95 percent of our funding is provided by donations and fees for services, we are not a government agency and we do not receive operating support from national organizations.

Again, we greatly appreciate your request for our participation in your event and helping us make a difference in the lives of animals and our community. Please do not hesitate to contact me with any questions or concerns regarding the enclosed form at (614) 777-7387 ext. 248.

Regards,

Amy Castaneda
Staff and Volunteer Manager

3015 Scioto-Darby Executive Court
Hilliard, Ohio 43026
(614) 777-7387 🐾 www.caahs-pets.org

Capital Area Humane Society

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Event Planning Form

Thank you for contacting the Capital Area Humane Society regarding your upcoming event. Your efforts to make a difference in the lives of homeless and abused animals in our community are greatly appreciated. Take a moment to complete this Event Planning Form so that we can better assist you.

Please complete this form and return it to the Humane Society's Development Office (address below) at least 30 days prior to your scheduled event. Many thanks for your efforts on behalf of the Humane Society.

SECTION 1: EVENT INFORMATION

Describe your event:

Who is sponsoring/hosting the event? _____

Contact person: _____

Phone number: _____ Email: _____

Date of event: _____ Rain Date? _____

Time of event: From _____ to _____

Location: _____

How many people do you expect to attend? _____

Who is your target audience? _____

How do you plan to promote the event?

SECTION 2: HUMANE SOCIETY PARTICIPATION

- 1.) Are you requesting that the Humane Society set-up a table with information?
 Yes No If possible, but not required

If yes,

- a.) will you provide table? Yes, Table size: _____
 No

- b.) Topic areas of interest::
 Animal Cruelty Investigations General
 Adoptions Volunteer Program
 Safe Haven Foster Care
 Other: _____

- 2.) Are you requesting that we bring an adoptable animal to the event?
 Yes No If possible, but not required

* Please note, in order for us to bring an adoptable animal to your event we must secure support from a volunteer to assist with transport and handling. For the comfort and safety of animals, we are unable to bring them to "expo" events. Generally, animals attend an event for a 2 – 3 hour time block.

Agreement of Responsibility

I/we understand that the Capital Area Humane Society accepts no liability of any kind for any activity or action resulting from the efforts of you or your organization on behalf of the Capital Area Humane Society. I/we agree to allow the Capital Area Humane Society to approve all written copy, printed material and promotional items using the Capital Area Humane Society name or logo, prior to distribution. I/we agree to indemnify and hold the Capital Area Humane Society harmless for any claims for damages or injuries therefrom.

Signature

Date

Please return event planning form to:

Amy Castaneda
Staff and Volunteer Manager
Capital Area Humane Society
3015 Scioto-Darby Executive Court
Columbus, Ohio 43026

(614) 777-7387, ext. 2248
FAX: (614) 777-8449
EMAIL: acastaneda@cahs-pets.org