

Capital Area
Humane Society
adopt 🐾 adore 🐾 advocate

Dear Friend,

Thank you for thinking of the animals here at the Capital Area Humane Society and for inviting us to 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.

While we may be able to accommodate requests with less notice, we truly appreciate 30 days advance notice. This allows us to secure the staff and volunteer resources to help make your event a success! Even if we are unable to fill your request, we would love to discuss other opportunities for partnership with you.

Enclosed you will find an event planning form. Please be specific in providing us all the details so we can do our best to accommodate you. We will then contact you or your organization with confirmation details specific to our participation in your event.

The Capital Area Humane Society is a not-for-profit animal welfare organization with 90% of funding provided by donations and fees for services. We are *not* a government agency and do not receive operating support from national organizations. We count on our generous friends in the community like you. Want to see what makes this place so special? Give us a call! We would love to show you around.

Again, thank you so much for thinking of the nearly 10,000 animals that came through our doors each year. Please let me know if you have any questions on the enclosed form.

Warmest regards,

Emilie Zion

Emilie Zion
Development Manager

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

SECTION 1: Tell us what you're up to!

Event type: Community Festival / Event Fundraiser Supply Drive

Is this event specifically to benefit the Capital Area Humane Society? Yes No

Describe your event in as much detail as possible:

Who is sponsoring/hosting the event (group/individual)? _____

Contact Name: _____

Phone: _____ Alternate Phone: _____

Email: _____ Website: _____

Date of event: _____ Times: _____ to _____

Is a rain date scheduled? Yes No If yes, when? _____

Locations (please include complete address and zip code so we know where to find you!):

The event is: Indoors Outdoors

 If outdoors, does the location have a covered area (patio, awning, etc.)? Yes No

 Will you provide a canopy for cover? Yes No

How many people do you expect to attend? _____

The Humane Society has a 32 ft. Mobile Adoption & Rescue Vehicle (MARV) that holds cats, dogs and rabbits. Are you interested in having MARV come out to your event? Yes No

Is this the first year of your event? Yes No If no, which year did this event begin? _____

Please describe your event's target audience: _____

How will you promote your event?

- Social media (please list the sites/pages): _____
- Your website
- Promotional flyers
- Press releases
- Printed publications
- Other _____

SECTION 2: How can the Capital Area Humane Society help?

Would you like the Humane Society to send a representative?

- Yes please! No, thanks. If possible, but not required

If yes, will you provide a table for materials? No Yes, Table size: _____

Which topics are of most interest to you and your event audience?

- Animal Cruelty Investigations Adoptions Volunteer Program
- Safe Haven for Pets (domestic violence protection) Foster Care Program
- Other _____

Would you like us to bring adoptable animals to the event?*

- Yes, please! No, thanks. If possible, but not required

What type of animals would you like to host at your event?

- Dogs Cats Rabbits Other: _____

** Please note, in order for us to bring an adoptable animal to your event we must secure staff and/or a volunteers to assist with transport and handling. We also need to ensure animal comfort; especially during hot weather (our animals will need adequate shade). If the temperature is expected to be above 80 degrees, we may not be able to honor this request. Generally, animals will attend an event during a 2-3 hour time block.*

SECTION 3: Fundraising! *(If you checked "fundraiser," please complete this section)*

How will you be raising money or collecting supplies at the event?

Will all of the funds raised be donated to the Humane Society? Yes No

In no, to whom will the remaining funds be distributed? _____

Does your company plan to match the amount you raise? Yes No

SECTION 4: What else do we need to know?

Please list any other organizations, if any, which will be benefiting from the event.

What other juicy details can you share about your event?

Follow these rules and we'll be your new best friend.

Solicitation:

The Capital Area Humane Society relies on the generosity of individuals and local businesses throughout the year to provide vital support for our work. If your event plan includes soliciting local businesses for either cash or in-kind support, please include a copy of your prospect list with this document. We'll review your list to make sure that we are not contacting the same businesses for support.

Insurance & Liability:

We cannot provide liability insurance or coverage for your event. 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 Humane Society.

Event Promotion:

The Capital Area Humane Society will not release any mailing lists to external organizations. When possible, fundraisers will be promoted on the Capital Area Humane Society website under the "Calendar of Events" section of our website (www.caahs-pets.org). Determination of inclusion is based on overall event calendar, space and the size and scope of the event.

Organization Name:

When referencing the Capital Area Humane Society in promotional materials the preferred reference is "Capital Area Humane Society." Please do not abbreviate or use "CAHS."

Use of Logo:

The Capital Area Humane Society logo is property of the Humane Society and cannot be used by external entities without express permission. Generally, we reserve the use of our logo for Humane Society operated programs and events only.

Verification:

For our records, please provide copies of all publicity materials in advance to:

Emilie Zion, Development Manager
Capital Area Humane Society
3015 Scioto-Darby Executive Court
Hilliard, Ohio 43026
events@caahs-pets.org

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 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

Printed Name

Title

Please return this form 30 days prior to event to:

Emilie Zion, Development Manager
Capital Area Humane Society
3015 Scioto-Darby Executive Court
Hilliard, Ohio 43026
Email: events@cahs-pets.org
Fax: 614-777-8449

Thank you for supporting the life-saving work of the Humane Society!
If you have any questions, please email us at events@cahs-pets.org or call 614-777-7387 ext. 233.