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Phone: 503.285.7722
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OHS Event Application

Thank you for your interest in supporting the animals at OHS. To make this process as smooth as possible, please complete the event application and submit it to OHS at least 30 days prior to the event. Incomplete applications will not be approved. An OHS staff member will be in contact with you once your application has been reviewed.

Please complete and return it to:

Rebecca Ramach
rebeccar@oregonhumane.org
Fax: (503) 285-0838

Business: _____

Website: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Name & Position: _____

Email: _____ Phone: _____

Has your company worked with OHS in the past? If yes, please describe. _____

PROPOSED EVENT

1. Name of proposed event: _____

2. Event location Address: _____

City: _____ Zip: _____

3. Date: _____ Time: _____

4. Brief Event Description: _____

5. How many people do you expect to attend? _____

6. Who do you expect to attend (adults/children, co-workers, clients)? _____

7. How do you plan to promote the event? _____

8. Please list all organizations involved with this event: _____

9. Will the event have an admission fee? _____ If yes, what will the fee be? _____
If tickets can be purchased in advance, please provide instructions on how to purchase.

10. Is this event Indoor or Outdoor? _____

11. Will there be food and beverages offered? If yes, what? _____

12. Will you provide a table for OHS? _____

13. What is the size of the space available for OHS at the event? _____

14. Is this event or an aspect of the event a fundraiser for OHS? _____

***If proposed event will raise funds for OHS, please complete the following questions.
Otherwise skip to question 20***

15. How will funds be raised for OHS? _____

16. Is there a guaranteed minimum that will be donated to OHS? _____

17. What is your estimate of the final monetary donation to OHS? _____

18. When will payment be made to OHS? _____

19. We require that participants/attendees be informed of the exact amount their participation benefits OHS. Specific disclosure statements can take the form of these examples:

- "All donations collected will be remitted to the Oregon Humane Society"
- "50% of each ticket sold will be given to the Oregon Humane Society"
- "100% of the net proceeds go to the Oregon Humane Society"
- "A minimum of \$15,000 is guaranteed to the Oregon Humane Society"

This statement must appear on all advertising for the event. Applications for fundraising events without specific disclosure statement will not be approved.

What is your statement? _____

20. Do you wish for OHS to bring pets available for adoption to the event? _____

If pets are invited to the event, please answer the following questions. Otherwise skip to question 26.

21. What animals would you like OHS to bring? (You may check more than one.)

_____ Cats _____ Dogs _____ Rabbits/Small Animals

22. Will there be other animals at the event? _____

If yes, from where (event participants' pets, other shelters, etc.)? _____

Number of animals expected at the event? _____

23. Are animals allowed at the event location? _____

If the event is not at your company or a public space that allows pets (like a dog park), please provide a contact name and number for the event location.

Name: _____ Phone: _____

24. Is there access to water to fill pet bowls at this location? _____

25. We bring the animals in a large van and request close parking for the safety of the pets. Is there parking close to the event location available for the OHS van? Please explain.

26. Is there anything you wish for OHS to provide to contribute to the success of the event? OHS will try to meet your requests, but because OHS receives no tax dollars, our work is made possible only by the generosity of people like yourself. Therefore we try to minimize our expenses and focus on our mission of caring for and finding good homes for pets in need. Please be specific in your requests for what you would like OHS to provide.

27. Do you wish to use the OHS logo for marketing for the proposed event? ___ Yes ___ No

The submission of this application does not guarantee OHS participation in the proposed event. An OHS representative will contact you within one week regarding your application. Changes to proposed event must be made in writing. Thank you for supporting the Oregon Humane Society.

Name: _____

Signature: _____

Date: _____