

Post Office Box 11364  
1067 N.E. Columbia Boulevard  
Portland, Oregon 97211



Phone: 503.285.7722  
Fax: 503.285.0838  
www.oregonhumane.org

## 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:**

Community Outreach Coordinator

[outreach@oregonhumane.org](mailto:outreach@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: \_\_\_\_\_

3. Event Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Date: \_\_\_\_\_ Time: \_\_\_\_\_

5. Event Description (*use exact wording you would like relayed to the public*): \_\_\_\_\_

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6. How many people do you expect to attend? \_\_\_\_\_

7. Who do you expect to attend (adults/children, co-workers, clients)? \_\_\_\_\_

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8. How do you plan to promote the event? \_\_\_\_\_

9. Please list all organizations involved with this event: \_\_\_\_\_

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10. Will the event have an admission fee? If so, what is the fee? \_\_\_\_\_

11. If tickets can be purchased in advance, please provide instructions on how to purchase:

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12. Is this event indoors or outdoors? \_\_\_\_\_

13. Will food or beverages be offered? If yes, what? \_\_\_\_\_

14. What is the size of the space available for OHS at the event? \_\_\_\_\_

15. Will you provide a table and chairs for OHS? \_\_\_\_\_

16. 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 22.**

17. How will funds be raised for OHS? \_\_\_\_\_

18. Is there a guaranteed minimum that will be donated to OHS? \_\_\_\_\_

19. What is your estimate of the final monetary donation to OHS? \_\_\_\_\_

20. When will the payment be made to OHS? \_\_\_\_\_

21. 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.”

What is your statement? \_\_\_\_\_

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

22. 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 28.**

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

Cats \_\_\_\_\_ Dogs \_\_\_\_\_ Rabbits \_\_\_\_\_

24. Will there be other animals at the event? \_\_\_\_\_

If yes, from where (event participants' pets, other shelters)? \_\_\_\_\_

Number of animals expected at the event: \_\_\_\_\_

25. Are animals allowed at the event location? \_\_\_\_\_

26. Is there access to water to fill pet bowls at this location? \_\_\_\_\_

27. 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.

28. 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.

29. Do you wish to use the OHS logo for marketing for the proposed event? \_\_\_\_\_

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.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_