

EVENT REQUEST FORM

CONTACT INFO	
Organization:	
Contact Person's Name:	
Title/Role:	
Phone:	Email:

EVENT INFO	
Event Title:	
Date of Event:	Time of Event:
Venue/Location:	
Address:	
The event will be: <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors	If outdoors: <input type="checkbox"/> Open air <input type="checkbox"/> Under a cover/pavilion/tent
Are you requesting animals at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes: <input type="checkbox"/> Dogs <input type="checkbox"/> Cats <input type="checkbox"/> Small Mammals
If we are unable to bring animals to the event, do you still want us to attend? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If we bring dogs, will there be a grassy area nearby to walk? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you provide volunteers to help with setup/cleanup? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?
What is the main purpose of the event? (Check all that apply.)	
<input type="checkbox"/> Education <input type="checkbox"/> Information <input type="checkbox"/> Entertainment <input type="checkbox"/> Animal contact (let event attendees pet & snuggle animals) <input type="checkbox"/> Volunteer Recruitment <input type="checkbox"/> Foster Recruitment <input type="checkbox"/> Contact with potential pet adopters <input type="checkbox"/> Other _____	
Please describe the event.	
Why would you like the RHSPCA to attend the event?	
Are there any special drop off/setup/parking instructions?	

SHELTER USE ONLY	
Date Request Received:	Shelter Staff:
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reason:
Notes:	