



Outreach Event for ADL

Thank you for thinking of the Animal Defense League with your outreach event idea! This worksheet is designed to help you put your thoughts on paper so we may consider your idea. Please complete this worksheet and e-mail to: **Rachel Taylor, Development Coordinator**, at rtaylor@adltexas.org or fax to (210) 655-4498 (Attention to Rachel Taylor).

Things to consider when proposing a fundraiser/outreach event idea:

Please offer as much information as possible.

Keep in mind, pet adoptions will be considered for "pet events."

Name of event: _____

Date, Time and Venue (Indoors, outdoors, reservations needed, etc.): _____

Will there be any fees? (Permit, Rental, etc.) _____

How will you advertise your event? Do you need ADL to advertise this event? _____

How would you like ADL to be involved (micro-chipping, informational booth, supporter, pet adoptions, only for pet event)? _____

Who might attend? How many might attend? _____

How much money do you anticipate to donate to ADL? _____

Will you need ADL volunteers? _____ If yes, how many? _____ For how long? _____

How would ADL volunteers help? _____

List possible community sponsors (Have any contacts or commitments been confirmed?) _____

What would ADL need to provide for the event? _____

What is the potential profit (Net income) for ADL? _____

Can ADL bring items to sell? _____ Would ADL be able to bring a donation jar? _____

How will it help ADL?

- ☐ advertising/promoting ADL, public image
- ☐ community support
- ☐ other _____

Contact Name: _____

Phone No.: _____

Organization: _____

Email: _____