



THIRD-PARTY EVENT FORM

We appreciate your dedication to helping homeless animals in our community by planning a third-party fundraising event to benefit Humane Society of West Michigan. Please note that Humane Society of West Michigan may not be able to directly help in planning your event and will need to approve any use of our name and/or logo. We thank you for your interest and for planning this event to benefit the animals at Humane Society of West Michigan!

Event Name: _____

Purpose of Event (Check all that apply):

☐ Fundraising (Goal: \$ _____) ☐ Increasing Supporters ☐ Adoptions ☐ Other _____

Event Details:

Date & Time: _____

Location: _____

Contact Name: _____

Phone Number: _____ **Email:** _____

How will this event benefit HSWM? _____

☐ This event will be open to the public ☐ This event will be for my invited guests only - potential of ____ total

☐ I would like to involve Humane Society of West Michigan volunteers with this event (*if applicable**)

☐ I would like Humane Society of West Michigan to provide informational materials to educate my guests

☐ I would like Humane Society of West Michigan to bring adoptable pets to this event (*if applicable**)

☐ Other _____

My Event will include (choose all that apply - *bolded items must be completed*):

☐ **Activity (please describe your activity):** _____

☐ **Publicity Plan (please provide details on how you would like to use our name and logo):**

☐ I will be securing sponsors for my event

☐ I will ask for donations (*please explain what you will be seeking*): _____

NEXT STEPS

1. Contact the Marketing and Events Coordinator at (616) 791-8089 if you have any questions.
2. Fax this completed form to (616) 453-5752 (FAX) or e-mail to ncook@hswestmi.org
3. Once the form is received, the event will be presented to committee for review. The Marketing and Events Coordinator will contact you within 2 weeks to inform you of Humane Society of West Michigan's decision and/or availability to attend.*
4. Begin your party planning!

** Please note: As stated above, Humane Society of West Michigan cannot guarantee the availability of staff or animals at third-party events, but will do the best to accommodate your needs. Thank you!*