



## Event Application

Thank you for your interest in supporting the pet residents at Animal Humane. Complete the event application and submit to Animal Humane **at least 30 days prior to your event**. We are grateful that you are interested in raising awareness for our nonprofit organization and the pet residents in our care.

*Complete this form and return to:*

*Bree Ortiz, Director of Special Events and Business Support*

*BreeO@AnimalHumaneNM.org, phone 505.938.7939, fax 505.265.6470*

*615 Virginia St. SE, Albuquerque, NM 87108*

Business: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

*Our animals must be back to Animal Humane by 5:00pm.*

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Animal Humane Participation Choices

Animal Humane attendance is based on staff and volunteer availability.

*Check one:*

- Outreach:** An Animal Humane representative will attend your event with information (no animals).
  - One 6' table and two chairs will be required.
- Outreach Adoptions:** Animal Humane will bring 2-4 adoptable dogs.
  - All of our animals must have shade/heat and/or must be allowed indoors.
- Mobile Adoptions:** Animal Humane will bring the mobile adoption vehicle.
  - A \$100 suggested donation for the mobile to attend (make checks payable to Animal Humane)
  - 7-10 adoptable dogs/cats will attend.
  - The vehicle is 30' long and will need adequate space to park (approximately five parking spaces). For the safety of the pet residents on board, the vehicle will not park on a major street or in/by traffic.

1. Brief Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

3. Please list all of the organizations involved with this event: \_\_\_\_\_

\_\_\_\_\_

***If proposed event will raise funds for Animal Humane, please complete the following questions:***

4. How will funds be raised for Animal Humane (ie. event ticket sales, suggested donations, silent auction, etc.)? \_\_\_\_\_

\_\_\_\_\_

5. Do you wish to use the Animal Humane logo for marketing the proposed event? \_\_\_\_\_

*If yes, Animal Humane will request a design proof to approve logo usage.*

6. Additional comments:

\_\_\_\_\_

\_\_\_\_\_