

Third Party Event Form

Please Complete Sections A - D (* required fields) and email to fundraising@torontohumanesociety.com

A.

*Name of Group/ Company holding event: _____

*Contact Name _____

*Address: _____

*City: _____

*Province: _____

* Postal Code: _____

Business telephone: _____

*Home telephone: _____

Fax: _____

*Email address: _____

Website address: _____

Event Information

Event Name: _____

(State exact name for recognition)

Type of Event: _____

Date of Event: _____

Event Location _____

*Address: _____

*City: _____

*Province: _____

* Postal Code: _____

Brief Description of event?

What inspired you to do this event?

B.

Fundraising Goal : \$ _____

Project Event Costs : \$ _____

Are there any other charities receiving funds from this event/fundraiser:

Yes No

If yes what percentage will The THS receive (%) _____

Does this event require tax receipts?

Yes No

(If you respond 'Yes', the following Proposed Budget, must be submitted and approved by the Toronto Humane Society prior to the event).

Proposed Budget \$ _____

Location/venue : \$ _____

Food/beverages : \$ _____
Printing (tickets, posters, invitations) +: \$ _____

Prizes/awards : \$ _____

Advertising/Promotion : \$ _____

Other : \$ (specify) _____

Expected Revenue
Total income: \$ (donations, sponsorships, auctions, sales) _____

Expected Net Revenue to THS: \$ _____

Expected date monies to be received by THS: _____
*must be no more than 90 days after event

C.

Will The Toronto Humane Society name be used in promotion of this event:
Yes No

If yes, please explain how?

Who is the intended audience? _____

What is the expected number of attendees? _____

Are there any sponsorship requirements? Yes No

If so, explain how you plan to recognize sponsors: _____

How are you planning to promote the event? _____

Do you expect to involve the media? Yes No

(Please note: if you respond 'yes' your materials must be approved by your Toronto Humane Society representative before distribution. The Toronto Humane Society name and logo are registered trademarks and may not be used without permission).

D.

Do you require supplies from The Toronto Humane Society?

Calendars Magazines Brochures