



*San Antonio Humane Society*

**OUTREACH EVENT/FUNDRAISER IDEA WORKSHEET**

Thank you for thinking of SAHS with your fundraising/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: [sphippen@sahumane.org](mailto:sphippen@sahumane.org), Director of Community Outreach



Idea submitted by \_\_\_\_\_ Date \_\_\_\_\_  
Contact Email \_\_\_\_\_

**Please offer as much information as possible. Keep in mind, pet adoptions will only be considered for "pet events."**

Name/description of event?

Date/Time/Location? (Best time of year/day, indoors/outdoors, reservations needed, etc. Be specific)

Any fees? (Permit, Rental, etc.) or additional costs/investments that need to be made by the SAHS?

Who/how many people might attend?

How much preparation time is anticipated?

How will you advertise? (Media, Website, Print, etc.) Do you need SAHS to advertise?

How will the SAHS be involved? (micro-chipping, informational booth, supporter, pet adoptions)

Will you need help from SAHS volunteers? (Number of volunteers? hours? required skills?)

List possible community sponsors (Any confirmed contacts or commitments?)

What is the potential profit (net income) for SAHS?

How will it help SAHS?

- advertising/promoting SAHS, public image
- community support
- other \_\_\_\_\_

**All requests must be received one month prior to event.**

**Receiving this request form does not constitute a scheduled event with the SAHS. All events must receive approval after this form has been returned.**

**Thank you!**