



Event Information Form

Thank you for your interest in organizing an event to benefit the Humane Society for Greater Savannah. In order for us to best assist you as you plan your event, we'd like to learn more about your plans! The more we know (and the earlier we know) the better we can support you. Please complete the below.

Please submit the completed form by mail to:

HSGS

Attn: Development

7215 Sallie Mood Drive

Savannah, GA 31406

or by e-mail to fundraising@humanesocietysav.org

If you have questions, please call 912-354-9515 ext 114.

I. Event Description

Name of Event: _____

Nature of Event (Please explain in detail): _____

Location: _____

Event Date: _____

Indoor _____ Outdoor _____ Hours of Event: _____

Has this event taken place before? _____

Projected Attendance: _____

List of businesses you have asked/will ask to sponsor this event:

II. Contact Information

Name of Event Organizer: _____

Individual _____ Business _____ Organization/Group (Non-profit) _____

Address: _____

Contact Person: _____

Phone: _____ E-mail: _____
For Businesses/Groups: _____ # of Years in Existence _____ # of Employees/Members _____

Previous relationship with HSGS: _____

III. Financial Information

Projected Cost: \$ _____ Projected Income: \$ _____

Estimated donation to HSGS: \$ _____

IV. Proposed Support from HSGS

_____ Attendance by an HSGS representative at the event

_____ Speaker (describe)

_____ Operational support (describe)

_____ Marketing support

_____ Other (describe)

_____ No support needed

V. Publicity Information

HSGS reserves the right to review all materials that include our logo and/or name. Please indicate the types of promotions you plan to do for your event.

_____ Press releases sent to:

_____ Fliers sent to:

_____ Public service announcements (PSAs) sent to:

_____ Other:

I/We have read the Humane Society for Greater Savannah special event guidelines in full, and I/we agree to adhere to those guidelines in planning and executing our event. I/We understand that the guidelines are not comprehensive and that all decisions for the event, including safety precautions, remain the responsibility of the organizer. HSGS does not accept or assume any liability associated with the event.

Event Organizer Signature: _____ Date: _____