



Third Party Fundraising Event Agreement

GUIDELINES:

- Please read the Humane Society London & Middlesex Third Party Fundraising Handbook before completing this form.
- Please complete and submit this form to Humane Society London & Middlesex before holding your event.
- Please contact Claire, Marketing & Events Coordinator, with any questions. (Contact at bottom of page.)

I have read, understand and agree to the guidelines outlined in the Humane Society London & Middlesex Third Party Fundraising Handbook.

Signature: _____ Date: _____

CONTACT INFORMATION AND AGREEMENT:

Organization/Contact Name: _____

Mailing address: _____ City: _____ Postal Code: _____

Telephone: _____ Email: _____

EVENT INFORMATION:

Event Name: _____ Event Date: _____

Start Time: _____ End Time: _____ Location: _____

Event Description: _____

Fundraising Goal: \$ _____ Number of guests expected: _____

Please list any other charities benefiting from this event: _____

Are other businesses/organizations involved in organizing this event? Yes/No

If yes, please list them: _____

SUPPORT & PROMOTIONS:

What support are you requesting from Humane Society London & Middlesex?

- HSLM Spokesperson
- Brochures
- Social Media Promotion (based on the discretion of HSLM)
- Inclusion on the LHS website (based on the discretion of HSLM)
- Use of HSLM name and logo?

Will you be approaching businesses/ organizations to donate to this event? Yes/No

If yes, please list any confirmed corporate donors: _____

What type of promotional material will be used for this event?

- Word of mouth
- Posters/Flyers (please list locations of where these will be posted): _____

- Website (please list url): _____
- Newspapers (please list): _____
- Social media (please list all): _____

Please submit this form to Claire Belsheim via email: cbelsheim@londonhumane.ca, in person at 624 Clarke Rd or fax: 519-451-8995.

FOR OFFICE USE ONLY:

Date: _____

Event approved: Not approved More info needed Approved by: _____