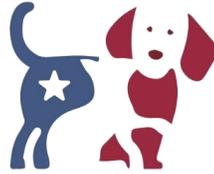


2050 Spindletop Ave.  
Beaumont, TX 77705



Phone. 409-833-0504  
Fax. 409-832-7425  
humanesocietyofsoutheasttexas.org

## HUMANE SOCIETY OF SOUTHEAST TEXAS

### *Event Application*

To make this process as smooth as possible, please complete the event application and submit it to OHS at least 30 days prior to your event. Incomplete applications will not be approved. A staff member will be in contact with you once your application has been reviewed.

**Please complete and email to MLee@hsset.org**

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

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

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

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

Contact Name & Position: \_\_\_\_\_

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

Has your company worked with HSSET in the past? If yes, please describe. \_\_\_\_\_

#### PROPOSED EVENT

1. Name of proposed event: \_\_\_\_\_

2. Event Location: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

The date(s) of my event is set (same as date listed above)

The date(s) of my event is flexible. Preferred date/time listed above.

4. Event Description: (This is your event, so using the exact wording you would like relayed to the public in this section is beneficial to promote precisely what it entails.)

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

6. Who do you expect to attend (adults/children, co-workers, clients, etc.)? \_\_\_\_\_

7. How do you plan to promote this event? (If you plan to use social media, please also include account names and any hashtags you will use. We also recommend you tag HSSET in all posts so we can try to share the post.)

- Facebook (Account name) \_\_\_\_\_  Group Email (sent to) \_\_\_\_\_
- Instagram (Account name) \_\_\_\_\_  Flyers/Posters (sent to) \_\_\_\_\_
- Twitter (account name) \_\_\_\_\_  Website (URL) \_\_\_\_\_
- Other: \_\_\_\_\_

8. Please list all organizations involved with this event: \_\_\_\_\_

9. Is this event indoors or outdoors? \_\_\_\_\_

10. Will there be food and/or beverages offered for guests? If yes, what? \_\_\_\_\_

11. Would you like HSSET to attend your event? If yes, please select from the following:

- Display booth/table with volunteers.  Representative to present on specific topic
- Size of the space available for HSSET: \_\_\_\_\_  Pet Ambassador with Volunteer.
- Representative to accept donations.  Other:
- Representative to speak briefly.

12. Will the event have an admission fee? \_\_\_\_\_ If so, what is the fee? \_\_\_\_\_

13. If tickets can be purchased in advance, please provide instructions on how to purchase them:

14. Please indicate how you will generate revenue for HSSET:

15. If generating donations through ticket sales/ entry fee, please indicate what percentage or portion will be donated to HSSET: \_\_\_\_\_

16. Is there are guaranteed minimum that will be donated to HSSET? \_\_\_\_\_

17. What is your estimate of the final monetary donation to HSSET? \_\_\_\_\_

18. When will the donation be made to HSSET? \_\_\_\_\_

19. We require that participants/attendees be informed of the exact amount their participation benefits HSSET.

Specific disclosure statements can take the form of these examples:

- "All donations collected will be remitted to the Humane Society of Southeast Texas."
- "50% of each ticket sold will be given to the Humane Society of Southeast Texas."
- "100% of the net proceeds go to the Humane Society of Southeast Texas."
- Not Acceptable: "A portion of proceeds goes to the Humane Society of Southeast Texas." This statement is not a specific statement of the donation and could cause confusion for participants.

*This statement must appear on all advertising for the event.  
Applications for fundraising events without specific disclosure statement will not be approved.*

What is your statement? \_\_\_\_\_

20. Do you wish for HSSET to bring available pets to the event? \_\_\_\_\_

If pets are requested at the event, please answer the following questions. Otherwise skip to question 26.

21. What animals would you like HSSET to bring? (You may check more than one.)

Dogs     Puppies     Cats     Kittens

22. Will there be other animals at the event?

If yes, from where (event participants' pets, other shelters)?

Number of animals expected at the event?

23. Are animals allowed at the event location?     Yes     No

Name of contact at location to confirm: \_\_\_\_\_ Phone: \_\_\_\_\_

24. Is there access to water to fill pet bowls at this location? \_\_\_\_\_

25. We bring the animals in a large van and request close parking for the safety of the pets. Is there parking close to the event location available for the HSSET van? Please explain.

26. Is there anything you wish for HSSET to provide to contribute to the success of the event? HSSET will try to meet your requests, but because HSSET receives no tax dollars, our work is made possible only by the generosity of people like yourself. Therefore, we try to minimize our expenses and focus on our mission of caring for and finding good homes for pets in need. Please be specific in your requests for what you would like HSSET to provide.

HSSET Logo

HSSET donation bin for supplies

Brochures/Magazines

HSSET 10' x 1.5' horizontal banner

Donation canister for money

HSSET 3' x 6' vertical freestanding banner

Volunteer assistance at the vent to help with: \_\_\_\_\_

Other: \_\_\_\_\_

The submission of this application does not guarantee HSSET participation in the proposed event. A HSSET representative will contact you as soon as possible regarding your application. Changes to the proposed event must be made in writing. Thank you for supporting the HSSET.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_