

EVENT/FUNDRAISER PLANNING WORKSHEET

Making HAWS your "Pet" Cause!



Thank you for thinking of HAWS for your program or event! Please help us help you by completing this worksheet – that way we'll know your expectations for your fundraiser and what HAWS role can be. We are grateful for your support of the HAWS Cause!

HAWS is an entirely donor-funded non-profit organization. We rely on our community and their generosity to keep our doors open and our services running! We receive many fundraising ideas, **BUT, while we'd like to do each one, please understand we are unable to do them all.**

Please complete the following form and return it to mobile@hawspets.org or marketing@hawspets.org - or fax to "Attn. Fundraising Events" at 262-542-8853. Please be thorough! Thank you!

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EVENT NAME/THEME: _____

Proposed Date: _____ Proposed Time: _____

Please describe your event: _____

Where will your event be held? HAWS or Other: _____

If at HAWS, what are your FACILITY NEEDS? (Pls. circle) Meeting Room Chairs/Tables

Event Coordinator/Contact NAME: _____
ADDRESS: _____
EMAIL: _____ PHONE: _____

Will there be an admission fee charged? YES NO
Will that fee be donated to HAWS? YES NO
If not donated, what will it be used for? _____
Will there be Invitations and/or RSVPs? YES NO
If YES, who will be invited and who will collect RSVPs? _____

Are you requesting PROMOTION by HAWS? NO, just put our flyers in the HAWS lobby

YES: (Please circle your top 3 choices. **Not all may be available for your event, but we'll do our best!**)

Website Calendar Email Blast Blog Entry Web Ad Press Release

Would you like HAWS representatives at your event? YES NO

If YES, please indicate: (subject to availability - pls. request early!)

_____ HAWS Mobile Adoption Unit - indicate time/duties: _____

_____ Lucky the HAWS Mascot - indicate time and what he'll be doing: _____

_____ HAWS volunteers - indicate time/duties: _____

_____ Other: _____