



San Antonio Humane Society

FUNDRAISER/OUTREACH EVENT 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: Cathy McCoy, Director of Communication, at cmccoy@sahumane.org or fax to (210) 225-7297 (Attention to Cathy McCoy).



Idea submitted by _____ Date _____
Contact Email _____

Things to consider when proposing a fundraiser/outreach event idea:

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

Name of event? Describe or summarize your idea.

Date of Event or When should it be held? (Best time of year, time of day, etc.)

Where should it be held? (Indoors, outdoors, reservations needed, etc.)

Will there be any fees? (Permit, Rental, etc.)

Who might attend? How many might attend?

How much preparation time do you anticipate is needed?

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

How would you like the SAHS to be involved (micro-chipping, informational booth, supporter, pet adoptions only for pet event)

Will you need help from SAHS volunteers? (Number of persons, number of hours, type of skills)

What costs are involved? (SAHS investment) (How much, for what?)

List possible community sponsors (Have any contacts or commitments been confirmed?)

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.

Thank you!