

# HUMANE SOCIETY OF KENT COUNTY

3077 Wilson NW, Grand Rapids MI, 49534 • ph: (616) 453-8900 • fx: (616) 453-5752 • [www.hskc.org](http://www.hskc.org)

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## EVENT REQUEST FORM

*The Humane Society of Kent County participates in many community events to help raise awareness about our mission of helping homeless animals in our community. If you are interested in having the Humane Society of Kent County participate in your event, please fill out the information below. Please note that this form is a request form only and does not guarantee that the Humane Society of Kent County will be able to participate in your event due to conflicting dates, times or staffing reasons. We appreciate your interest in having the Humane Society participate in your event and will contact you shortly!*

**Event Name:** \_\_\_\_\_

**Event Theme:** \_\_\_\_\_

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

**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

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

**Event Purpose:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Brief Event Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Items Provided to HSKC:**

*\* Please indicate the number of each item you will be able to provide to HSKC for the event*

Tables (\_\_\_\_\_)    Chairs (\_\_\_\_\_)    Tents (\_\_\_\_\_)    Table Coverings (\_\_\_\_\_)

**How will the event be promoted?**

\_\_\_\_\_  
\_\_\_\_\_

**Special Requests:**

\_\_\_\_\_  
\_\_\_\_\_

### NEXT STEPS

1. Contact the Marketing and Events Manager at (616) 791-8089 if you have any questions
2. Fax this completed form to (616) 453-5752 (FAX) or e-mail to [meahgan@hskc.org](mailto:meahgan@hskc.org)
3. Once the form is received the Marketing and Events Manager will contact you within 2 weeks to inform you of HSKC availability \*
4. Begin your event planning!

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