



# HUMANE SOCIETY OF KENT COUNTY

3077 Wilson NW • Grand Rapids, MI 49534 • (616) 453-8900 • www.hskc.org

## FORM TO HAVE HSKC PARTICIPATE IN YOUR EVENT

Note: Participation subject to approval by HSKC executive staff

Attention: Tabitha

### Pre-Event Information:

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

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

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

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

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

Event Planner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

### Brief Event Description:

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

### Items You will Provide to HSKC:

Note: Please provide the number of each item you will be able to supply the HSKC at the event

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

### How will the event be promoted?

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

### Special Host Requests:

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

### NEXT STEPS

1. Contact Tabitha Yuhas at 791-8056 if you have any questions
2. Fax this completed form to 616-453-5752 (FAX) or e-mail to tabitha@hskc.org

Important: We appreciate your interest in having the HSKC participate in your event! We enjoy being out in the community and letting people know about the awesome animals we have here waiting for homes! We will contact you shortly if we are able to participate in your event. Thank you!

-----**-Humane Society staff will complete below this line**-----

HSKC Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned HSKC Lead: \_\_\_\_\_