



HUMANE SOCIETY  
— of Indianapolis —

**Third-Party Event Application**

Today's Date: \_\_\_\_\_

**Contact Information**

Name of Presenting Organization or Individual: \_\_\_\_\_

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

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

Contact Name (if different than above): \_\_\_\_\_

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

**Event Information**

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

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

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

Number of expected attendees: \_\_\_\_\_

Please provide any additional details or information we should know about the proposed event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget Information**

Projected Income: \_\_\_\_\_ Projected Expenses: \_\_\_\_\_ Projected Donation: \_\_\_\_\_

Please describe how funds will be raised (admission, silent auction, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Potential Sponsors or Underwriters: \_\_\_\_\_

\_\_\_\_\_



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Will other charitable organizations benefit from this event? If so, please name and describe the extent to which these groups will benefit:

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**Marketing Plan**

Please describe your publicity plan (brochures, print/radio/TV advertising, invitations, etc.):

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**Other Information**

Please list any type of staff assistance or promotional materials (stickers, brochures, tabletop displays) requested from the Humane Society of Indianapolis for this event: *[Please note that the Humane Society is unable to provide financial assistance for hosting the event and is not responsible for any expenses that may be incurred by third-party event organizers].*

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I have read and understand Indy Humane’s Third-Party Event Policy.

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

**Thank you for your interest in supporting IndyHumane!**

**Please return completed form to:**

Humane Society of Indianapolis  
Development Department  
7929 N Michigan Rd  
Indianapolis, IN 46260  
317-872-5650 x 121  
jsimpson@indyhumane.org