



**Event applications must be completed and submitted at least (2) months PRIOR to the event start date for board approval for adequate preparations on the shelters end. Any event applications submitted with less than (2) months' notice will be denied. When complete, please submit your event application to:

willcountyhumanesociety@gmail.com

Date submitted: _____

Name of Business or Organization hosting event: _____

Person in charge of event request: _____

Contact Number: (_____) _____ - _____ Email address: _____

Event Name: _____

Event Date: _____ Event Time: _____

Please describe this event: _____

Are animals required to be present at this event? YES or NO

- If YES, please note: Pre-trained Will County Humane Society volunteers will be solely responsible for the care of our pets during any event.

Does your business or organization plan to run informational booths, raffles, or collection stations to benefit our shelter? YES or NO

- If YES, please note: Your business or organizations volunteers should be utilized for these tasks.

Who is responsible for providing the following (please check the appropriate column):

	Business or Organization	Shelter
Tables/Chairs		
Tents		
Fundraising Opportunities		
Advertising		

If your business or organization is taking responsibility for advertising for this event, how are you planning to do so? (circle all that apply)

SOCIAL MEDIA

FLYERS

NEWSPAPER ADS

EMAIL

RADIO