



Special Event Guidelines

Event Promotion:

The Cleveland Animal Protective League will not release our mailing list to external organizations. However, we may be able to list your event on the “APL Events” section of our website.

Insurance and Liability:

The Cleveland Animal Protective League cannot provide liability insurance or coverage for your event. The APL accepts no liability of any kind for any activity or action resulting from the efforts of you or your organization on behalf of the APL.

Solicitation:

The Cleveland Animal Protective League relies on the generosity of local businesses throughout the year to provide vital support for our work. If your event plan includes soliciting local businesses for either cash or in-kind support, please include a copy of your prospect list with your Event Planning Form. Your prospect list will be reviewed by the Development Department to ensure your solicitations do not conflict with existing APL relationships or development plans.

Organization Name and Logo:

Primary Reference: Cleveland Animal Protective League

Secondary Reference: Cleveland APL

We will provide you with an approved version of the APL logo for your use. We must approve any printed or web materials that you create that uses the Cleveland APL name or our logo.

Please provide copies of all publicity materials in advance to:

Cleveland Animal Protective League

Attn: Judy Hunter

1729 Willey Avenue

Cleveland Ohio, 44113

Or via e-mail at JHunter@ClevelandAPL.Org

In order for the APL to endorse your event it will have to:

- Support the mission of the APL
- Have a method to ensure accountability for the funds raised
- Ensure there is an adequate plan for APL exposure, recognition and publicity

Questions:

Please contact Judy Hunter, Director of Development, at 216-344-1353 or JHunter@ClevelandAPL.org.

Adopt • Protect • Love



Community Event Application

Thank you for contacting the Cleveland Animal Protective League about your upcoming event. Your efforts to make a difference in the lives of homeless and abused animals in our community are greatly appreciated.

Please complete this Event Planning Form and return it to the APL at least 30 days prior to your scheduled event. Again, thank you for your efforts on behalf of the Cleveland APL.

Describe your fundraising event:

Are you requesting Rover, our mobile adoption unit, to attend with adoptable animals? Yes No

Are you requesting that we attend with adoptable animals, but not with Rover? Yes No

Who is sponsoring/hosting the event? _____

Contact Person: _____

Mailing Address: _____ City: _____ ZIP: _____

Phone Number: _____ E-Mail: _____

Date of event: ____/____/____ Rain date: ____/____/____

Start time of event: _____ End time of event: _____

Location: _____

How many people do you expect to attend? _____

Who is your targeted audience? _____

How do you plan to promote the event?

Are you requesting that the APL promote your event on our website? Yes No

If applicable, please describe your plan for handling fees and donations:

Please attach a copy of your budget (include revenue, expenses and planned proceeds).

N/A Cleveland APL Wish List Animal Care Item Drive

How much do you expect to be donated to the APL? \$ _____

N/A Cleveland APL Wish List Animal Care Items Drive

Please list any other organizations benefiting from the event:

Agreement of Responsibility

I/we understand that the Cleveland Animal Protective League accepts no liability in any kind for activity or actions resulting from the efforts of you or your organization on behalf of the APL. I/we agree to allow the APL to approve any written copy, printed material and promotional items using the APL's name or logo, prior to distribution. I/we understand that the event and any activities involved in the event must be in keeping with the Cleveland APL's mission. I/we agree to indemnify and hold the APL harmless for any claims for damages or injuries.

Signature

_____/_____/_____
Date

Please return form to:

**Cleveland Animal Protective League
Attn: Judy Hunter
Director of Development
1729 Willey Avenue
Cleveland Ohio, 44113**

Direct: 216-344-1353

Fax: 216-771-2810

E-Mail: JHunter@ClevelandAPL.Org

Adopt • Protect • Love



Community Event Donation Form

Please return with your donation.

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Event Name: _____

Date: ____/____/____ Location: _____

Number of Participants: _____

Total Amount of Donation: _____

Please return form and donation to:

Cleveland Animal Protective League
Attn: Judy Hunter
1729 Willey Avenue
Cleveland Ohio, 44113
216-344-1353
JHunter@ClevelandAPL.Org

Thank you for your support!

Adopt • Protect • Love