



Please complete the following Third Party Event Application and submit it for consideration of approval. **The application must be submitted a minimum of three weeks prior to the date of the event. You may deliver your application in person to our Community Engagement Department or email it to [community@smvhs.org](mailto:community@smvhs.org).**

Name of Company/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

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

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

Date(s) of event/promotion: \_\_\_\_\_

Location of event & address:  
\_\_\_\_\_

Description of event/activity (i.e., basic concept/promotion/goal):  
\_\_\_\_\_  
\_\_\_\_\_

In what way would you like to submit your contribution to SMVHS?  
\_\_\_\_\_  
\_\_\_\_\_

Projected Minimum/Maximum Dollars \$ \_\_\_\_\_ / \$ \_\_\_\_\_ or \_\_\_\_\_% of income to SMVHS?

Will other organizations receive a portion of the income? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please indicate who they are and the dollar amount \$ \_\_\_\_\_ or \_\_\_\_\_% of income they will receive.)

Proposed use of SMVHS name, logo and collateral materials. Which, if any, names, logo and or collateral materials are you requesting permission to use or display in connection with your event? (Please check)

- \_\_\_\_\_ Santa Maria Valley Humane Society (logo)
- \_\_\_\_\_ Santa Maria Valley Humane Society brochures

\_\_\_\_\_ Santa Maria Valley Humane Society Fact Sheets

How do you propose to use each of the above?

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(Note: Pre-approval is required before distribution.)

Do you anticipate needing support or participation from SMVHS? Yes \_\_\_\_ No \_\_\_\_  
(If you are requesting promotion of your event, guest speakers, volunteers or ambassador dogs at your event please specifically state your expectations.)

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Is there any other additional information about the event you would like to share?

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I have read the enclosed Santa Maria Valley Humane Society's Third Party Fundraising Event Guidelines and both understand and agree to all of the terms of agreement.

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Signature of Responsible Party

Date

Thank you for your interest in partnering with Santa Maria Valley Humane Society and helping us save more lives. You will be notified in writing as to our approval or decline.

Contact: Tavia Szostek, Community Engagement Manager  
Santa Maria Valley Humane Society  
1687 W Stowell Road  
Santa Maria, CA 93458  
805-349-3435  
tszostek@smvhs.org

Once the application is submitted, you will be contacted to discuss the details of the agreement as well as each organization's responsibilities.