

ORGANIZER INFORMATION

Please PRINT/TYPE and complete ALL parts of this form.

First Name		Last Name			
Organization Name <i>(if applicable):</i>					
Address					
City		Province		Postal Code	
Phone Number		Phone Number <i>(day of the event):</i>			
email					

EVENT INFORMATION:

Event Name:					
Event Day Contact <i>(if not the same as above)</i>					
Event Day Contact Phone Number <i>(if not the same as above)</i>					
Event Date(s)					
Event Time(s)		Shift Time(s)			

Puppy time guidelines:

- 1 hour for 14 weeks or less
- 1-2 hours for 14 weeks – 6 months
- 3-4 hours for 6+ months

Please note that foster families and clients may need to cancel their attendance, on short notice, due to the health and wellbeing of their puppy. We want to ensure both our dogs and event hosts have a positive experience at events.

EVENT LOCATION:

Booth/Table Number <i>(if applicable)</i>	
Is the venue accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the venue indoors or outdoors?	<input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors

EVENT DESCRIPTION:

Event Purpose:	<input type="checkbox"/> Awareness <input type="checkbox"/> Fundraising <input type="checkbox"/> Presentation <input type="checkbox"/> Demonstration <input type="checkbox"/> Tour <input type="checkbox"/> Community Event <input type="checkbox"/> Promotion <input type="checkbox"/> Graduation <input type="checkbox"/> Pet Valu Walk for Dog Guides Promotion <input type="checkbox"/> Other:
Supplies requested:	<input type="checkbox"/> Tablecloth <input type="checkbox"/> Banner <input type="checkbox"/> Donation Box <input type="checkbox"/> Brochures <input type="checkbox"/> Tent <input type="checkbox"/> Table <input type="checkbox"/> Chairs <input type="checkbox"/> Other: <i>*please note, we may not be able to provide all supplies requested</i>
Representatives requested:	<input type="checkbox"/> Foster families & puppies <input type="checkbox"/> Dog Guides staff <input type="checkbox"/> Dog Guides trainers - Program: <input type="checkbox"/> Dog Guide client - Program:
Trainer/Client involvement:	<input type="checkbox"/> Presentation <input type="checkbox"/> Demonstration
Maximum number of dogs allowed at one time:	
Is this event supporting Lions Foundation of Canada Dog Guides for the first time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you supporting more than one charity through this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

TO SUBMIT THIS FORM:

Please make sure you have filled out all important information, then save this form using "Save As" (call the PDF the name of your event) and email to events@dogguides.com with the new PDF form attached.

****OFFICE USE ONLY** - LFC REPRESENTATIVE(S)**

Information submitted by	Communication type	Date info received

ORGANIZER CONFIRMATIONS

Event confirmed <input type="checkbox"/>	Attendance Confirmed <input type="checkbox"/>	Reconfirmed 2-3 days prior <input type="checkbox"/>
Post Event Comments:		
Attendance:	\$ Raised	Attend event in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No