



**Wolf Conservation Center**  
Event Request Form

Have an idea for a fundraising event? Want to brainstorm about how you can help raise funds and awareness for the Wolf Conservation Center in your community? Hosting an event is a fun and fulfilling way to advance our mission. Fill out the form below and a member of our team will get in touch with you.

Please review our Third-Party Event Policy and Guidelines prior to filling out our Event Request Form.

1. Contact name:
2. Contact email:
3. Contact phone:
4. Desired event date:
5. Event location:
6. Event name:
7. Event description:
  
8. How will funds be raised and what is your projected revenue per category?

	Y/N	Projected Revenue
a. Admission:		
b. Raffle:		
c. Auction:		
d. Direct donations:		
e. Other(s):		

9. What are your projected expenses? Please list highs and lows for each category.

- |                         | High | Low |
|-------------------------|------|-----|
| a. Venue rental:        |      |     |
| b. Food/catering:       |      |     |
| c. Alcohol/beverages:   |      |     |
| d. Audio/visual:        |      |     |
| e. Décor:               |      |     |
| f. Transportation:      |      |     |
| g. Marketing materials: |      |     |
| h. Staffing:            |      |     |
| i. Other(s):            |      |     |

10. How much time do you anticipate it will take for event organizers to prepare and produce the event?

11. Have you held this/an event before on behalf of the Wolf Conservation Center? If so, please describe.

12. Will 100% of the net proceeds go to the WCC (Y/N)?

13. If no, please provide additional charity names and percentages of split.

14. Will you be expecting WCC staff to attend the event to make any programmatic remarks?

This Event Request Form can be completed by filling out this document and returning it by email or mail to our offices for official review. Please note that the average processing time for review and approval is 10-14 business days. If your form is incomplete or requires further review, additional time will be needed to properly process the request.

*Thank you for supporting the Wolf Conservation Center!*