



Event Form - External

Thank you so much for choosing to raise funds for Canine Partners. Every donation is so important to us enabling us to continue to create life-transforming partnerships.

To help you help us we would like to understand what you may need from us to make your event successful.

Even if you don't require additional resources or support, please complete this form and return it to fundraising@caninepartners.org.uk as soon as possible so that we can log your event. You can fill out this form digitally, or by printing and handwriting to scan in. Thank you.

Your details	
Your name	
Organisation/Group/ Club you represent (if applicable)	
Email address	
Mobile phone number	
Landline phone number	
Address	
Event Details	
Name of event	
Date of event	
Time	

Description of event <i>Including the type of event (e.g. dog show, village fair, etc.)</i>	
Main objective of event <i>For example, is this an awareness or fundraising event? Please tell us if this event is primarily in aid of Canine Partners or if it is a 3rd party event at which Canine Partners is represented/attending.</i>	
Entry fee	
Expected number of participants	
Name of person/organisation organising the event (if not you)	
Contact details of the event organiser <i>(If not you)</i>	Mobile number: Email address:

Event Insurance

Keep it safe and legal

When you organise your own fundraising event in aid of Canine Partners, you are responsible for making sure it does not pose any risks to others. We would recommend you do a risk assessment and you may need to consider taking out public liability insurance for your event, which will protect you against claims made by third parties. In most cases, it is unlikely that Canine Partners' insurance policy will cover an event that you have organised.

Please tick this box to confirm you have understood your responsibilities as an event organiser:

Venue Details	
Venue address <i>(Including postcode)</i>	
Is it an indoor or outdoor event?	
Is the venue suitable for people with disabilities, wheelchairs and pushchairs?	
Are accessible toilets and parking available?	
Is there a dog toileting area? <i>(Please add a brief description)</i>	
Are you requesting a speaker or dog demonstration? <i>(We cannot guarantee the presence of a member of the Dog Ambassador Team at an event due to the costs and availability of our volunteers)</i>	
If requesting a speaker or demonstration, is there a suitable space/arena? <i>(Please provide a description of the space including size, sound system, screen, etc.)</i>	
Benefits to Canine Partners	
How much do you anticipate this event may raise for Canine Partners? <i>We understand that this is a difficult question, but please give an approximate estimate.</i>	

<p>Events often have many benefits, not just raising money. How will your event further help benefit Canine Partners?</p>	
<p>Can you see any cost implications to your event for Canine Partners?</p>	
<p>Canine Partners Resources Required</p>	
<p>Leaflets <i>(Please indicate how many but please try not to over order.)</i></p>	<p>My Amazing Puppy</p> <p>Latest Let's Go! magazine</p> <p>Discover More information leaflet</p>
<p>How many collection boxes and buckets would you like?</p>	<p>Collection boxes</p> <p>Collection buckets</p>
<p>Would you like to be considered to sell a limited and pre-selected range of merchandise?</p>	
<p>Are there any other physical resources that would help?</p>	
<p>Other support required from Canine Partners</p>	
<p>Please let us know any other questions or ideas you may have that may help you organise this event</p>	

Would you like us to promote the event through Canine Partners digital channels?

Please note: your event must be solely in aid of Canine Partners to appeal on our official Twitter account, closed Facebook group and website. Unfortunately, we can't promote your event across other social media channels as these reach a national audience and we would be inundated with requests from supporters to do this for local community-run events that are not for a national audience.

**Canine Partners Official
Twitter**

**Canine Partners
Website**

**The Official Canine
Partners Community
Facebook Group**
*(Please note: your event
must be entirely in aid of
Canine Partners to
appear on our closed
Facebook group. You
may also post in here
yourself if you are a
member, following the
group rules and
guidelines.)*

How and when do you propose to transfer the funds raised to Canine Partners?

Paying in book

Community Group only

Cheque

**Via the donation page
on the Canine Partners
website**

Bank transfer

You will need to email fundraising@caninepartners.org.uk to organise this.

Thank you for helping us raise awareness about Canine Partners.
If you have any questions, please contact the Talks Team on talks@caninepartners.org.uk