



Dear Rescue Ranch Supporter:

Thank you for sharing our enthusiasm; we are thrilled that you would like to help support Rescue Ranch!

Your efforts make a difference in our ability to educate and encourage people to spay/neuter their pets, to adopt from animal shelters and rescues, and to educate children and adults about the importance of conservation to ensure the magnificence of the outdoors can be appreciated by future generations.

Our mission is to promote respect for all animals, as well as, agricultural, environmental and wildlife conservation, through education, rehabilitation, rescue, and responsible pet ownership to enhance the human-animal bond.

Your support of our efforts is greatly appreciated. We are excited to learn more about your event and ways that we can help you be better prepared to ensure its success.

Please complete this Event Planning Form and return it to Rescue Ranch at least **60 days** prior to your scheduled event.

Again, thank you for your efforts on behalf and in support of Rescue Ranch.

Kindest regards,

Meghan

Meghan Heath

Development Director
Rescue Ranch

P.O. Box 5998
Statesville, NC 28687
Phone: 704-876-4775
E-Mail: meghan@rescuerranch.com



Event Planning Form

Describe your fundraising event:

Who is sponsoring/hosting the event?

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

E-mail: _____

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

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

Location of event:

How many people do you expect to attend and who is your target audience?

How do you plan to promote the event?



Would you like Rescue Ranch to promote your event on our website? Yes No (circle one)

Would you like Rescue Ranch to promote your event on our Facebook page? Yes No (circle one)

If applicable, please describe your plan for handling fees and donations: Please attach a copy of your budget, (include revenue, expenses and planned proceeds).

How much do you expect to donate to Rescue Ranch? \$ _____

Will you be including a Rescue Ranch wish list items drive?: _____

Please list any other organizations benefiting from the event:

Agreement of Responsibility

I/we understand that Rescue Ranch accepts no liability of any kind for activity or actions resulting from the efforts of you or your organization on behalf of Rescue Ranch. I/we agree to allow Rescue Ranch to approve any written copy, printed material and promotional items using Rescue Ranch'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 Rescue Ranch's mission. I/we agree to indemnify and hold Rescue Ranch harmless for any claims for damages or injuries.

_____/_____/_____
Signature Date

Please return form to:

Rescue Ranch Inc.
ATTN: Meghan Heath
P.O. Box 5998
Statesville, NC 28687
Phone: 704-876-4775
Email: meghan@rescueranch.com



Special Event Guidelines

Event Promotion:

Rescue Ranch will not release our mailing list to external organizations. However, we may be able to list your event on the "Rescue Ranch Events" section of our website.

Insurance and Liability:

Rescue Ranch cannot provide liability insurance or coverage for your event. Rescue Ranch accepts no liability of any kind for any activity or action resulting from the efforts of you or your organization on behalf of Rescue Ranch.

Solicitation:

Rescue Ranch 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 and return 60 days prior to your event. Your prospect list will be reviewed by the Development Department to ensure your solicitations do not conflict with existing Rescue Ranch relationships or development plans.

Organization Name and Logo:

Primary Reference: Rescue Ranch

We will provide you with an approved version of the Rescue Ranch logo for your use. We must approve any printed or web materials that you create that use the Rescue Ranch name or logo. Please provide copies of all publicity materials in advance to:

Rescue Ranch Inc.

ATTN: Meghan Heath

P.O. Box 5998

Statesville, NC 28687

Or via e-mail at meghan@rescueranch.com

In order for Rescue Ranch to approve your event it will have to:

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

Questions:

Please contact:

Meghan Heath, Development Director at meghan@rescueranch.com or 704-876-4775.