



RETURN THIS FORM TO:

Fax:
570-504-2645

Email:
Rebecca@marleysmission.com

Mail:
Marley's Mission
Attn: Events
PO Box 505
Scranton, PA, 18501

Marley's Mission Event Engagement Confirmation Form

- Date/Time of Event: _____
- What type of Event? (raffle, sports, special activity, etc.) _____
- How long will the event last? _____
- Would you like the Program Director or members of the Board of Directors to attend the event?
Yes / No

If yes, do you want them to speak or provide a presentation? Explain:

- Do you need Marley's Mission to provide marketing material for our organization? Yes / No.

If yes, when do you need the material? _____

- Would you like volunteers from Marley's Mission to assist at the event? Yes / No

If yes:

How many volunteers? _____

What date/times? _____

What types of duties will Marley's Mission volunteers be performing?

- Are you requesting an appearance by any Marley's Mission horses? Yes / No

If yes, please describe the physical area our horses will occupy (e.g. grass, dirt, pavement, etc.) Please note it is important for horse's feet to have soft grassy areas to lessen the strain on them during events.

- Do you expect Marley's Mission to seek financial contributions for the event (i.e., aside from an attendance fee/ cover charge)?

- What percentage of the proceeds raised from the event will be given to Marley's Mission?

- Do you wish to use the Marley's Mission logo to advertise the event? Yes / No

(If yes, all advertising and marketing must be approved by Marley's Mission.)

- Is there anything else Marley's Mission should know about this event?

Indicate the event contact person for your organization or program:

Name:

Address:

Phone:

Email:

Signed: (electronic signature or hard copy)

Date: