



## **Bat World Sanctuary**

### **Event Planning Guide**

Planning an event with Bat World Sanctuary is a relatively simple process. In this planning guide, we provide basic information about the types of events and venues that are appropriate for Bat World events, and outline the responsibilities for both the host and for Bat World Sanctuary.

#### **Host Organization Responsibilities:**

1. Complete and submit an Event Request form with the following details:
  - a. Date of the **planned** event (note we typically book events about 6 months in advance)
  - b. Time and duration of the planned event (i.e. 10 AM, 3 hours)
  - c. Description of the planned event (educational program, information booth, etc)
  - d. Description of the venue
  - e. Anticipated number of attendees and target age group
  - f. Event marketing plan
    - i. Include details such as FaceBook Live events, news releases, advertising campaigns
2. The Host organization is responsible for marketing the event as appropriate
3. The Host organization is responsible for paying all expenses associated with the event, unless otherwise agreed to by Bat World Sanctuary.
4. Payment is due before the event, unless otherwise agreed to by Bat World Sanctuary

#### **Bat World Sanctuary Responsibilities:**

1. Recruit, schedule, and provide orientation for volunteer assistants
2. Provide educational handouts as appropriate
3. Arrive 45-60 minutes ahead of the planned start time to work through technical setup as needed
4. Deliver programs appropriate to the age group of the planned audience

**Bat World Sanctuary does not** present programs at the following types of events and venues:

1. Restaurants and bars
2. Venues with excessive noise, such as video/arcade games
3. Birthday parties

4. Events requiring an 'exhibitor' fee
5. School programs for children younger than 1<sup>st</sup> grade
6. Events allowing contact with live bats (i.e. 'photo opportunity', petting zoo, etc)