



Bat World Sanctuary

Event Request

Planning an event with Bat World Sanctuary is a relatively simple process. Please refer to our **Event Planning Guide** to ensure a smooth, well-organized, successful event.

Host Organization Name: _____

Primary Contact Name: _____

Primary Contact Phone and email: _____

Alternate Contact Name: _____

Alternate Contact Phone and email: _____

Requested Event Date(s): _____

Alternate Event Date(s): _____

Event Location (facility name, address): _____

Event Start Time and Duration: _____

Detailed Description of Event: _____

Event Marketing Plan: _____

Event Budget: _____

Additional Information: _____
