**EVENT AND OUTREACH REQUEST**

Thank you for your recent inquiry regarding an educational outreach event involving The Gabriel Foundation. The Gabriel Foundation receives dozens of requests monthly to provide parrots for a variety of outreach events. Due to a limited staff and resources, daily parrot care and aviary tour schedules along with other educational events, we are unable to comply with all requests. We welcome the opportunity to speak with your group regarding our programs, parrot welfare and conservation to help educate the public about the unique needs of parrots. In order to plan effectively for your event, please provide us the following information:

Requested date(s) of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of event: Check one

TGF Aviary and Education Center (Elizabeth) TGF Education Center (Denver)

Other (please be specific)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_T:\_\_\_\_\_\_\_\_\_\_\_C:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a specific reason for this request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Audience: All adult Adults & children Children’s age range:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a special-needs audience? Y N

Nature of audience disabilities\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate time frame for presentation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be multiple presentations on the same day? How many \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What outcomes are expected from this event?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Gabriel Foundation is a 501(c)(3) organization that receives no city, county, state or federal funding for any of its programs. All revenues for The Foundation’s programs are made possible by the generosity of our members, donators, supporters and grants which provide funds for all program services. Your organization’s financial support helps us to offset the cost of these important educational outreach events. Each educational outreach program presentation averages four hours for The Gabriel Foundation staff in preparation, travel, and presentation time for the event date alone. The Gabriel Foundation respectfully requests a minimum donation of $150 to provide this service. Based on the information provided above, an additional fee may be implemented, depending on length of event, travel distance or other special requests. That information will be provided to you by the nature of the event request.

We will prepare and provide your organization an invoice for services provided prior to the date of the event. Payment may be provided at the time of booking, at the time of the event or within 10 days of the event. Please provide The Gabriel Foundation with the above information and I will happy to coordinate a program that will exceed your expectations!

Sincerely,

Ally Scott

Programs Administrator

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