



## Conservation Ambassadors Preliminary Event Information

Please complete the following form, providing as much detail as possible.  
Email this form back to [info@zootoyou.org](mailto:info@zootoyou.org).  
If you have questions, please call (805) 391-0604.

Today's Date: \_\_\_\_\_

### GENERAL INFORMATION:

Contact person name: \_\_\_\_\_  
(First Name) (MI) (Last Name)

Primary Phone Number of Contact, (xxx) xxx-xxxx: \_\_\_\_\_

Secondary Phone Number of Contact, (xxx) xxx-xxxx: \_\_\_\_\_

Fax Number, (xxx) xxx-xxxx: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Please indicate the type of special event you are planning:

School Assembly/ Field Trip     Wedding     Corporate Event     Birthday Party     Private Party

Where will you be hosting your event?

I am interested in hosting my event at the Conservation Ambassadors animal sanctuary.  
 I will be hosting my event at the private or public location listed below.

Location: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Type of Location (eg. residence, park, etc.): \_\_\_\_\_

### SCHOOL ASSEMBLY/FIELD TRIP:

Date Option 1: \_\_\_\_\_ Date Option 2: \_\_\_\_\_

Start Time of First Assembly: \_\_\_\_\_

First Choice Assembly (see list at [www.conservationambassadors.org](http://www.conservationambassadors.org)): \_\_\_\_\_

Second Choice Assembly: \_\_\_\_\_

Number Attending (max 300 for school assemblies): \_\_\_\_\_

Name of School or Organization: \_\_\_\_\_

School/Organization Phone Number (xxx) xxx-xxxx: \_\_\_\_\_

### WEDDING INFORMATION:

Proposed Date of Event: \_\_\_\_\_

Duration of Event (start and end time): \_\_\_\_\_

Bride's/Groom's Name: \_\_\_\_\_

Bride's/Groom's Name: \_\_\_\_\_

Estimated Number of Guests (including bridal party): \_\_\_\_\_

**CORPORATE EVENT INFORMATION:**

Proposed Date(s) of Event: \_\_\_\_\_  
Duration of Event (start and end times): \_\_\_\_\_  
Name of Your Business or Organization: \_\_\_\_\_  
Business/Organization's Phone Number, (xxx) xxx-xxxx: \_\_\_\_\_  
Estimated Number of People Attending: \_\_\_\_\_

**BIRTHDAY PARTY INFORMATION:**

Proposed Date of Party: \_\_\_\_\_  
Proposed Start Time: \_\_\_\_\_  
Birthday Child's Name: \_\_\_\_\_  
Age/Grade Range of Children Attending: \_\_\_\_\_  
Estimated Number of Guests (children and adults): \_\_\_\_\_

**OTHER PRIVATE PARTY OR EVENT INFORMATION:**

Proposed Date of Event: \_\_\_\_\_  
Proposed Duration/Time: \_\_\_\_\_  
Estimated Number of People Attending: \_\_\_\_\_  
Please describe the type of event you are interested in planning.

Please provide any addition information you may feel is helpful to the planning of your event (eg. special details, sound system options, catering arrangements, party rentals, etc.).

Once you have submitted your preliminary event information form, a representative from Conservation Ambassadors will contact you to confirm your reservation and assist in planning the details of your event. Please note: Dates for events held at the animal sanctuary are reserved on a first-come, first-served basis.