



REQUEST FORM

Atlanta Audubon Society

Participation in Festivals/Special Events

Thank you for your interest in having Atlanta Audubon Society take part in your event. In order to streamline the many requests that we receive throughout the year, we ask that all requests come through this Web site request form. Please note the following guidelines before proceeding. If you are able to meet our guidelines, please fill out the form below and hit the “submit” button. Your request will be processed as quickly as possible. Please be aware that because Atlanta Audubon Society is run almost exclusively by volunteers, we will only be able to commit to your request if we can secure the necessary volunteers.

Guidelines

- All requests must be made at least 75 days in advance of the event.
- All requests must come through this Web-based request form.
- Atlanta Audubon Society will not be able to participate in events that run longer than two days or require a fee from our organization to participate or a fee for our volunteers to attend..

Request Form

Event Information

1. Name of event/function: _____
2. Date(s) of event/function (month/day/year): _____
3. Anticipated number of attendees: @ _____
4. What are the festival times: _____ and what are the exhibitor set up and breakdown times: _____
5. Event/function location (include city and county and physical address if available at this time):

6. Are there any special requirements?:

7. Do you provide a table? yes no (If yes, what length? _____)
8. Do you provide chairs? yes no (If yes, how many? _____)
9. Is the venue for our display indoors or outdoors? _____
10. Other:

C. Contact Information

1. Contact name: _____
2. Contact email address: _____
3. Contact telephone number: _____
4. Organization: _____
5. Organization's address: _____

Please forward this form to our Festival Coordinator at cbohannon.brown@gmail.com