



East Bay SPCA Community Events Guidelines

Thank you for your interest in hosting an event to benefit the animals and programs at the East Bay SPCA. EBSPCA has always been an independent, nonprofit organization dedicated to the prevention of cruelty to local animals. We do not rely on city, state or federal funding, and we do not receive funds from any other SPCA, Humane Society or animal welfare organization. In order to enhance the success of third-party/community events, the following guidelines should be observed:

- Please complete our Community Event Request Online Form. Events must be pre-approved by the East Bay SPCA and be reapproved every year if recurring.
- Please do not print any materials, pursue any media publicity or solicit cash or in-kind sponsors until you have received written approval for your event from the East Bay SPCA.

What to expect from the East Bay SPCA:

- The East Bay SPCA events team will try to accommodate special requests for community events, but we try to minimize our expenses and focus on our mission of caring for pets in need to honor the generosity of donors.
- If a request is approved, we will point you to a special web portal that contains our logos for print/web, brand colors, sample social media posts and images.
- East Bay SPCA will list your event (if open to the public) on our community events calendar online. We will also include your event in a monthly media release to local media. If you create flyers, we may be able to hand them out at other community events, but we cannot distribute from our shelter or clinic lobbies.
- East Bay SPCA cannot guarantee additional promotion of your event through other publications and media outlets. If possible, given other organization needs at the time, we will try to promote through social media. The best way to do this is for us to share or like a post of yours.
- East Bay SPCA can request volunteer assistance for your event, but volunteer participation is not guaranteed. The events team may assist with developing suitable volunteer roles and shifts.
- Bringing animals to an event can help attract donors, as well as enhance the event experience for guests. Once we review your request, we will notify you if this is possible. Things to keep in mind when requesting animals at your event:
 - The safety of the animals is always our priority. We always take into consideration the location/environment of the event, weather if outdoors, length of event, and any other factors that could cause physical or emotional stress.
 - We designate the number of animals we take out to events based upon the space available for the animals, availability of pets that would be okay at the event (temperament and health), and the availability of volunteers/staff that are specifically trained to handle shelter animals safely at events.

What you should plan to provide for your event:

- All checks should be made payable to the “East Bay SPCA” and remitted to the organization within 30 days of the event.
- Organizer will be responsible for obtaining any necessary licensing, permits, insurance or other prerequisites as required by the state or local government.
- Promotion and marketing will be the responsibility of the organizer. Graphic design, invitations/flyers, posters, media contracts, etc. are your responsibility.
- All written or printed materials containing “East Bay SPCA” or the East Bay SPCA logo must be submitted to the events team for approval before public use.

Oakland Adoption Center
8323 Baldwin Street
Oakland, CA 94621
(510) 569-0702

Dublin Adoption Center
4651 Gleason Drive
Dublin, CA 94569
(925) 479-9670

Theodore B. Travers
Family Veterinary Clinic
8323 Baldwin Street
Oakland, CA 94621
(510) 569-1606

Oakland Spay & Neuter
(510) 639-7387
Dublin Spay & Neuter
(925) 479-9674