

# FUNDRAISING MATERIALS ORDER FORM



We want you to have the best event possible and SPANA has lots of materials available to help you. You can either fill in and return this form to us by post, email your order to [events@spana.org](mailto:events@spana.org) or call **020 7831 3999** to place your order. You can also download some of these items from [www.spana.org/events](http://www.spana.org/events).

Please indicate the numbers required of each item depending on the size of your event. All of the items are free of charge, although to help us keep costs down please consider carefully what you will need before ordering.

Please feel free to mix and match from the suggestions below!

If you're organising a street collection you might need:	Number required:
Plastic collection box	
SPANNA leaflets	
Set of 3 A4 SPANA posters	
Set of 3 A3 SPANA posters	
SPANNA stickers	

If you're organising a one-off event you might need:	Number required:
Cardboard collection box	
SPANNA leaflets	
Set of 3, A4 and/or A3 SPANA posters	A4:                      A3:
Blank A4 SPANA posters	
Invitations (A4 sheets of 4 invites)	
Gift Aid donation envelopes	
Film about SPANA's work on USB	

For a sponsored event you might need:	Number required:
SPANNA leaflets	
Blank A4 SPANA posters	
Sponsorship forms	
Stride Out event pack (to organise a sponsored walk, run, cycle or horse ride)	

To raise awareness in a local waiting room you might need:	Number required:
Plastic collection box	
Set of 3 A4 SPANA posters	
Set of 3 A3 SPANA posters	
SPANNA leaflets	
SPANNA magazine	

Other handy items:	Number required:
Talk pack (includes leaflets, posters, invitations, Gift Aid donation envelopes, SPANA magazine, SPANA film and PowerPoint presentation with speaker notes)	
Template press release and advice about contacting your local press	
SPANA magazine	
SPANA gift catalogue	

Unisex cotton t-shirts:	Number required:
Small – Ladies Size 8-10, Men's 34/36" chest	
Medium – Ladies Size 12, Men's 38/40" chest	
Large – Ladies Size 14-16, Men's 42/44" chest	
X-Large – Ladies Size 18, Men's 46/48" chest	

Women's running vests:	Number required:
X-Small – Size 6	
Small – Size 8	
Medium – Size 10	
Large – Size 12	
X-Large – Size 14	

Men's running vests:	Number required:
X-Small – 34" chest	
Small – 36" chest	
Medium – 38" chest	
Large – 40" chest	
X-Large – 42" chest	

Name: \_\_\_\_\_

Type of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address\*: \_\_\_\_\_

\*Please fill in your email address if you are happy to receive updates about SPANA's work and the animals you are helping to save.

If you would like to create your own branded materials, please email [events@spana.org](mailto:events@spana.org) and we will send you a SPANA logo to use. Please return your completed form to: SPANA, 14 John Street, London WC1N 2EB