



August 9, 2024

Dear Friend,

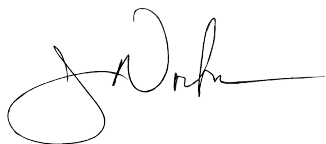
Ninjas, mermaids and a myriad of other creatures are about to invade Lee Richardson Zoo, again.

As pumpkins slowly start to gather around every front door in town, Friends of Lee Richardson Zoo start preparations for the region's most unique Halloween event. The **29th** annual **"Boo! At The Zoo"** is **scheduled for Saturday, October 19, 2024**. The evening offers local children a fun, and safe trick-or-treat experience, while also supporting Zoo improvements. In 2023, 37 businesses and individuals set up candy stations to continue what has become a family tradition in Garden City.

To help us continue a memorable evening, we would like to **invite you to be a Sponsor and/or Treat Station** during this event. As a Treat Station, we ask that you **provide candy for at least 5,500 wizards and witches**. Please help us make this family bash the spookiest success of the season by **returning the enclosed form by September 10th for Sponsorship or October 1st for Treat Stations**. Feel free to contact us with any questions.

Your support will allow us to continue to host this important fundraising event and further enhance one of Kansas' most popular family destinations. Last year, "Boo! At The Zoo" brought in over \$39,000. Funds generated this year will go toward improvements at Lee Richardson Zoo. "Boo! At The Zoo" is October 19, 2024 (rain date: October 26). All gates open at 4 p.m.; event runs until 8 pm.

Bests,



Jessica Norton
Executive Director
Friends of Lee Richardson Zoo



'Boo!' Treat Station Form

Return by Oct. 1, 2024



Thank you for agreeing to be a Treat Station during "Boo! At The Zoo," **Saturday - October 19, 2024** from 4-8 PM. Please fill out the following information and return by **October 1, 2024** to FOLRZ, PO Box 1638, Garden City, KS 67846 or email to director@folrz.com. Space is limited. If you have already agreed to be a treat station, this form is still required for registration.

Name of business, organization, or individual sponsoring treat station _____

Name of contact person _____ Mailing address _____

Business phone # _____ Cell phone # _____ E-mail _____

Please describe the decorations that you plan to use in your station: Please do not enclose your area due to fire safety considerations.
(Use back if necessary)

Will you require electricity? Yes ☐ No ☐

***Each station is allowed one plug-in at the power source. You will need to supply your own heavy duty extension cords and power strips.

How many people will it take to operate your treat station? _____ (maximum of 12 at one time)

No need to provide names but every person at your station must wear a provided Boo ID after 3:30 PM.

Those without ID will be asked to leave or must purchase a ticket. No exceptions.

Do you have any special requests that Friends of Lee Richardson Zoo need to be aware of? If so, please explain:

I have read the treat station guidelines and agree to maintain our booth, ensure it has supervision, and provide enough candy for all paying guests (5,500) for the full 4+ hours that are scheduled.

(If you are running low on treats before the event is over, please inform us. We will have extra candy that you may purchase. It is extremely disruptive if a treat station closes down and tries to leave in the middle of the evening)

Candy for 5,500 people is equal to 16 - 350 piece bags of candy - 1 piece per guest.

Signature _____ Date _____

Return by Oct. 1, 2024

Please review our 2024 spooky guidelines:

Treat Station setup is from 9 AM - 3:30 PM Saturday - October 19th. You **do not** need passes for setup. Passes are only required for those who will be assisting with your Treat Station during “Boo! At The Zoo.” You **must** have a pass to enter the zoo **after 3:30 PM.** **Any person not having a pass after 3:30 PM will be asked to leave or must purchase a ticket. There will be no exceptions.** Passes need to be picked up at the Friends office in the Finnup Center during regular business hours M-F, 9 AM-noon & 1-5 PM. (You will be responsible for pass distribution for your Treat Station **before** the event, so please make arrangements **before October 19** to sign them out. Each Treat Station will receive **up to 12 passes** for their station operation. **Please check-in at the 5th street gate upon arrival** (located next to the Finnup Center). There will be a volunteer on duty to help you find your location along the trail. If you have any questions or problems, Lee Richardson Zoo staff and Friends staff are equipped with radios and will be able to assist you. Continue to enter and exit the 5th street gate throughout the day. All other gates will be locked.

Treat Station Responsibilities:

1. Bring plenty of heavy-duty electrical cords and power strips if you require electricity
2. You are responsible for any tables, chairs, props, etc. that your display will need.
3. Please do not block the road during set up or tear down.
4. Hay bales will not be provided. Plan to bring some if they are needed for your display
5. Feel free to bring your company logo or signage to advertise your business to our guests.
6. Provide enough treats for at least 5,500 guests (**if you run out of candy you can purchase extra from us**)
7. Clean up your area after the event. There are trash cans and dumpsters nearby.
8. **Do not tear down your station until a zoo staff member or volunteer has notified you that it is ok to do so.**

Additional Reminders:

All spooks need to be in costume and staged by 3:30 PM. **The gates will open promptly at 4 PM.** Please be ready!

Think spooky, not scary. This is a family-friendly event. Remember, little monsters will be attending. They can become frightened easily. Keep this in mind, and please, **NO BLOODY DISPLAYS OR MAKEUP**, as we don’t want to scare the little ones. If a display is inappropriate, we may ask you to change or remove it. Do keep this in mind when planning, and if in doubt, you may always call us and ask.

All tents must have advanced notice. We would like to know if you bring a tent to ensure you have enough room for setup.

Keep foot traffic flow continuous through your station to avoid goblin jams. **Please do not hand out gum or balloons** as they are against zoo policy. Small individually wrapped candies or novelties work well.

Children may attend a treat station only if they are working and have an adult present and supervising. **For safety reasons, don’t allow them to wander through the zoo unattended (including people of all ages).** Please stay in the Boo event areas. Only those who are working will be given passes. **Any person not having a pass after 3:30 PM will be asked to leave or purchase a ticket. There will be no exceptions.** Plan to remain at your treat station until all guests have left the zoo. It may be 8:30 or 9 PM until the last little vampire has evacuated. Staff or volunteers will walk through at the end to notify treat stations it is ok to tear down. All vehicles that are not part of the display will need to be out of the zoo by 3:30 PM. For the safety of everyone, **no vehicles can move about the zoo during Boo!**

No alcohol, smoking, vaping, or pets are allowed on zoo grounds.

If the weather is questionable, please contact the **Friends office at 620.276.6243.** In case of inclement weather, Boo will be rescheduled for Saturday - October 26, 2024.

Friends of Lee Richardson Zoo is not responsible for any ghosts, goblins, dragons, or fairies that may follow you home.

'Boo!' Sponsorship Opportunities

☐ **In-Kind – Friendly Ghost Level:** (6-8 volunteers for a total of volunteer 20-25 hours before during and after event)

- Name on the pre-event publicity (website, posters, email blasts, and social media posts)
- One general admission ticket for each volunteer to use or give away
- Name placed on Zoo Grounds the day of event

☐ **\$250 – Black Cat Level:**

- Business logo on the event website
- Five general admission tickets

☐ **\$500 – Flying Monkey Level:**

- One of two names OR Logos listed on a Flying Monkey Level sign placed on Zoo Grounds the day of event. (Your business will share a yard sign with only one other business)
- Business name placed on pre-event publicity (smaller print on website, flyer and social media postings)
- Ten General Admission Tickets

☐ **\$1,000 – Great Pumpkin Sponsor:**

- Banner hung at event stops (banner provided by sponsor)
- Logo placed on pre-event publicity (larger print on website, flyer, social media postings)
- 20 General Admission Tickets

\$2,000 – Boo! At the Zoo Hogwarts Express (Train) Sponsor (ONE SPONSOR AVAILABLE)

- Banner placed at Hogwarts Express Ticket Counter (banner provided by sponsor)
- Company name/phrase mentioned as Train sponsor when ride begins
- Logo placed on pre-event publicity (website, flyer and social media postings)
- Six VIP Skeleton Keys OR 25 General Admission Tickets

EXCLUSIVE: \$4,500 – MUMMY OF ALL SPONSORS: Boo! At the Zoo Event Sponsorship

- Yard signs placed on Zoo Grounds and Event entrance banner
- Business named as event sponsor on media and radio ads
- Boo! At the Zoo sponsored by BUSINESS NAME/LOGO"
- Logo on Treat Stop Winner Award
- Business name or logo printed on 4000 general admission tickets
- Business name or logo printed on 3500+ English and Spanish school flyers
- 15 VIP Skeleton Keys OR 60 general admission tickets.

Other Specialty In-Kind Sponsors Available! Please contact Friends of Lee Richardson Zoo Staff to sponsor or donate certain items such as: Candy bags for participants, selfie stations, straw bales, pumpkins, volunteer refreshments, or treat station sign-up!




















Please fill out the following information and return by September 10, 2024.

Sponsor/Business Name: _____
How it will appear on publicity materials

Mailing address _____

Contact Person: _____

Email: _____ **Phone:** _____

	Train Sponsor: \$2000* <small>*one available</small>	Great Pumpkin: \$1000	Flying Monkey: \$500	Black Cat: \$250
Approved special ad flyer given to train riders	(provider by sponsor) 			
Banner on zoo grounds (banners provided by business)	sole banner placed at train ticket booth 	Exclusive banner at event entrance 		
	<u>BANNER ADD ON: + \$250 Sponsorship:</u> Sponsor an event stop (singing witches, graveyard, safari shoppe locations) with a sponsor provided banner placed on location.			
Recognition on pre-event publicity	Logo (Larger Print) 	Logo (Larger Print) 	Name (Smaller Print) 	
Proud supporter sign				
Business on yard sign at event	Individual business banner at train ticket booth instead of yard sign offered 	Individual business banner along the event line instead of yard sign offered 	Business Logo placed on shared yard sign 	
Recognition on Event Website				
Event tickets	Six VIP Skeleton Keys or 25 General Admission 	20 General Admission Tickets 	10 General Admission Tickets 	Five General Admission Tickets 