

# EVENT PROPOSAL

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Tentative Date(s) of Event: \_\_\_\_\_

How many days will this event take place (circle one): 1 2 3 4 5 6 more

Are you a member of our organization (if applicable): \_\_\_\_\_

Benefit(s) of Event (business, arts, charity, schools, etc.): \_\_\_\_\_

Description of Event (Activities): \_\_\_\_\_

List of Event Sponsors/Partners: \_\_\_\_\_

Is this to benefit a not-for-profit or a for-profit: \_\_\_\_\_

If not-for-profit, which one: \_\_\_\_\_

Who is your contact at the NFP: \_\_\_\_\_

Have you hosted large events previously, if yes, which one(s): \_\_\_\_\_

Will it be on public or private property: \_\_\_\_\_

Will there be alcohol served: \_\_\_\_\_ Who is the provider if so: \_\_\_\_\_

Have you contacted the Department of Liquor Control (Jason Elmer): \_\_\_\_\_

Would you like an ID Scanner for your event free of charge: \_\_\_\_\_ (provided by the Alliance for Community Transformation organization). Please also check with them on proper permitting.

Will there be food served: \_\_\_\_\_ Who is the provider if so: \_\_\_\_\_

Will police be necessary to close roads: \_\_\_\_\_

Will you be requesting Town government approval, if needed: \_\_\_\_\_

Have you received approval from the Town/Town Manager (if applicable): \_\_\_\_\_

Who will be insuring event/name of insurance agency: \_\_\_\_\_

Where and how will people park: \_\_\_\_\_ Do you have parking staff: \_\_\_\_\_

Do you have your own volunteer-base: \_\_\_\_\_

Where are you soliciting volunteers from: \_\_\_\_\_

How many volunteers will be needed otherwise? (circle one): 0    1-5    6-15    16-30    30+

Total Cost of the Event: \_\_\_\_\_ Amount of Funds provided by Organizer: \_\_\_\_\_

Are you requesting funds: Yes    No                      Do you have money for upfront expenses:

\_\_\_\_\_

Are there other roles you would like our organization to fulfill? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Must attach a list of volunteers and a proposed budget)*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail