**Event Planning Proposal**

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| Title of proposed event: |  |

**Your details**

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| Contact name:  |  |
| Correspondence address:  |  |
| Email address:  |  |
| Contact phone number: |  |
| Organisation(if applicable): |  |
| Please give a brief description of your organisation or group:  |  |
| Organisation website address:  |  |

**Objectives of the event**

(Please list here your reasons for organising the event and your hopes for what will be achieved)

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**Event Details**

(Your event must take place in Newham)

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| --- | --- |
| Date:  |  |
| Times (start & finish): |  |
| Venue:  |  |
| How many people are you expecting at your event:  |  |
| Format & content (Please describe your event. Include information on whether you intend on selling alcohol, providing entertainment, charging to raise money for your event, etc. If you are providing entertainment please give details of the activities and type of entertainment):  |  |

**Let’s Get the Party Started support**

Please state here what would you like Newham Council to help you with, by ticking the relevant boxes:

1. **Funding 🞎**

\* If you tick this box we will consider your proposed event for an Inspiring People Grant using the information on this form. Grants approved will normally be up to £250 but in exceptional circumstances event organisers could receive up to £500. Please list the items in your event budget you would like help with funding, and the cost of each one:

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1. **Road closure 🞎**

\* If you need help with closing a road please ensure that you fill in an application form for holding a street party or fete and attach to this proposal. You can find this application form inside the booklet “*Let’s Get the Party Started – Your guide to organising an event in celebration of 2012*”.

1. **Use of a Council venue 🞎**

\* Please give details of any venues that you may be considering ie Town Halls, parks, community centres etc in Newham

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1. **Volunteers 🞎**

Assistance may be available from Newham’s Volunteers service

1. **Advice on promoting your event 🞎**
2. **Advice on organising a sports event 🞎**

\* Assistance may be available from Newham’s Sports Development Team

If you have requested support by ticking any of the above boxes, you will be contacted by the council with further information.

Please send your event proposal at least six weeks before your planned event date:

**By email to:** 2012party@newham.gov.uk

**By post to:** Let’s get the party started (Communications), Newham Dockside, 1000 Dockside Road, London E16 2QU

**Good luck with your event - Let’s get the party started!**