|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Proposal** | | | | | | | |
| Name of the Company or organization planning the event | | | |  | | | |
| Person to be contacted | | | |  | | | |
| Mailing address | | | |  | | | |
| Office number |  | | | Mobile number | | |  |
| Email address |  | | | | | | |
| What type of organization is it? | | | | | | | |
| Today’s date | | | Name of event Proposed | | | | |
|  | | |  | | | | |
| Briefly describe the event | | |  | | | | |
| Location | | Date | | | | Time | |
|  | |  | | | |  | |
| Is the event open to public or entry upon invitation only? | | | | |  | | |
| As refreshments to be served? | | | | |  | | |
| Will commercial method of catering be used? | | | | |  | | |
| Will hard liquor be served? | | | | |  | | |

|  |  |  |
| --- | --- | --- |
| How are funds going to be raised? |  | |
| Ticket sales: yes / no \_\_\_\_\_\_\_\_\_ | Amount |  |
| Sponsorships: yes / no \_\_\_\_\_\_\_\_ | Amount |  |