



NEW EVENT

PROPOSAL FOR A NEW EVENT

MUST BE SUBMITTED 120 DAYS OR MORE BEFORE
PROPOSED EVENT

Name of Proposed Event: _____

Description of Proposed Event, including purpose or need the event is addressing, target audience, what defines an success for this event and brief description of the event.

Date and Time of Proposed Event:

Start of Set Up: _____

Start of Event: _____

End of Event: _____

End of Close Out: _____

Volunteer Lead of Proposed Event:

Name: _____

Phone: _____

Email: _____

Committee overseeing event: _____

How many volunteers have already been recruited to help with this event?

Location and facilities needed for the event:

Cost of Location/Facility (if not on Council Property)

Additional Rentals needed for event (tables, tents, Port-o-johns, etc):

Proposed Event Participants:

- Participant Type: _____ Price: _____ Number Expected: _____
- Participant Type: _____ Price: _____ Number Expected: _____
- Participant Type: _____ Price: _____ Number Expected: _____
- Participant Type: _____ Price: _____ Number Expected: _____

Proposed Event Schedule

Proposed Event Activities or Program Elements

Proposed Event Budget:

Revenue	-----
Expenses	
• Program Supplies	-----
• Rentals	-----
• Printing	-----
• Food	-----
• Recognition (patch, etc.)	-----
• Registration processing (2% of overall revenue)	-----
• Overhead (20% of overall revenue)	-----
• Other	-----

Proposed Event Marketing Plan:

Proposed Timeline for Event Development (best to reference the event planning backdater):