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| **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? |  |

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