

VFW POST 8071 EVENT PROPOSAL FORM

Today's Date:

Name:

Phone#:

Email:

Event Details> Please give exact info if known. If not known, please give best estimate for all items.

Brief description of event/idea:

Date(s) of Event:

Hours of Event:

Proposed Location of Event:

Venue Requirements: (stage, parking lot, indoor/outdoor space, power outlets, heat)

Equipment Needed: (seating, burners, porta potty, tables, pop-ups, square/tablet, hand washing stations, cash box, etc.)

How will money be raised? (Check all that apply.)

Ticket sales/ Entry Fee

Cost of tickets/Entry Fee

50/50 Raffle

Silent Auction

Food

Bar

Donation Cans

Other: _____

Other: _____

Other: _____

#Of Volunteers Needed:

Volunteer Positions Needed:

How many people are expected to attend?

How will you advertise event?

Who will the profits benefit? (Building Fund, Relief Fund, etc.)

Brief outline of Budget (how much will it cost, expected NET profit, etc.)

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