**EVENT PROPOSAL FORM**

**EVENT OVERVIEW:**

Event Name: [Enter Event Name]

Event Date: [Enter Event Date]

Event Time: [Enter Event Time]

Event Location : [Enter Event Location]

**PROPOSER INFORMATION :**

Name of Proposer: [Enter Your Name]

Email: [Enter Your Email Address]

Phone: [Enter Your Phone Number]

Organization (if applicable): [Enter Your Organization Name]

**EVENT DETAILS:**

1. Event Objectives:

[Provide a brief overview of the objectives and goals of the event.]

1. Event Description:

[Provide a detailed description of the event, including its purpose, activities, and expected outcomes.]

**EVENT PLANNING:**

1. Budget Outline:

[Provide a detailed breakdown of the budget for the event, including estimated income (if applicable) and expenses.]

1. Marketing and Promotion Plan:

[Describe your plan for marketing and promoting the event, including strategies, channels, and resources.]

1. Risk Assessment and Contingency Plans:

[Identify potential risks associated with the event and describe the contingency plans in place to address them.]

1. Insurance and Permits:

[Indicate whether you have obtained the necessary insurance and permits for the event. Provide details if applicable.]

1. Specific Requests from Parkdale Village BIA:

[Clearly specify any specific requests or support (financial or non-financial) needed from the Parkdale Village Business Improvement Area.]

**ATTACHMENTS:**

[Upload any relevant supporting documents, such as letters of endorsement, contracts, plans, certificate of insurance, or permits.]

**TERMS & CONDITIONS:**

By submitting this event proposal, I confirm that I have read and agree to abide by the terms and conditions outlined in the Parkdale Village BIA Event Proposal Submission Policy.

**SIGNED:**

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| (Insert Name/Company Name & Phone Number) |  |