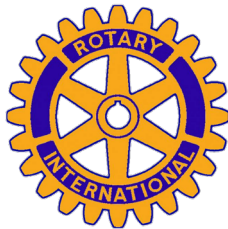




# CLUB FORM FOR CLUB USE ONLY



## ***HAND WRITTEN FORMS***

Print Form Out | Write Responses In by Hand | Please Print Legibly

## ***TYPED FORMS***

Download Form to Desktop | Type Responses In | Print Completed Form

# ROTARY CLUB OF DOWNTOWN DELAND EVENT PROPOSAL

Thank you for submitting this to the Event Determination Team. Please submit 3 months prior to the event. When the team gives you a preliminary positive recommendation, be prepared to assist in providing additional information about the event and the organization for final BOD approval.

## 1. EVENT

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ EVENT TIMES: \_\_\_\_\_ ATTENDANCE ESTIMATE: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

EVENT DESCRIPTION (Brief):  
\_\_\_\_\_  
\_\_\_\_\_

## 2. ORGANIZATION

NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MISSION/IMPACT/OUTCOMES (Brief):  
\_\_\_\_\_  
\_\_\_\_\_

CONNECTION WITH DELAND AREA (If Any):  
\_\_\_\_\_  
\_\_\_\_\_

## 3. REQUEST

NEEDED:  Supply Trailer  Large Mobile Cooker  Small Grills Event Serving Time: \_\_\_\_\_

Members Start Time: \_\_\_\_\_ Members Finish Time: \_\_\_\_\_ Number of Members Needed: \_\_\_\_\_

CLUB NEEDS TO PROVIDE (Food, Drink, Other):  
\_\_\_\_\_  
\_\_\_\_\_

SUPPLIES BEING PROVIDED BY OTHERS (If Any):  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL INFORMATION (If Any):  
\_\_\_\_\_  
\_\_\_\_\_

## 4. CLUB ADVOCATES

\_\_\_\_\_  
Member Name (Primary)

\_\_\_\_\_  
Additional Member Name

----- Below is for Events Team & BOD Use -----

Received by \_\_\_\_\_ on \_\_\_\_\_ Financial Cost \_\_\_\_\_

Historical Support  Yes  No Board Approved  Yes  No

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_