**EVENT PROPOSAL FORM**

|  |  |
| --- | --- |
| **Your Name:** |  |
| **Phone:** |  |
| **Email:** |  |
|  |  |
| **Title of Event:** |  |
| **Date of Event:** |  |
| **Location:** |  |
| **Maximum Attendance:** |  |

**Brief Description of Event:**

|  |
| --- |
|  |

**Pricing**

|  |  |
| --- | --- |
| **Transportation (company & pp)** | $ |
| **Dining (establishment & pp)** | $ |
| **Admission (pp)** | $ |
| **Total PP**  | $ |
| **WISE Subsidy Needed?**  | Yes: $\_\_\_\_\_\_\_\_\_ | No\_\_\_\_\_\_\_\_ |

**REASON FOR EVENT DISAPPROVAL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT APPROVED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: Executive Director