

# EVENT PROPOSAL FORM

AMERICAN LEGION NEAL FONGER #179 2327 WILSON SW. WALKER, MI. 49534

**NAME OF EVENT:** \_\_\_\_\_

**POINT OF CONTACT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EVENT DESCRIPTION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED DATE(S):** \_\_\_\_\_ **PROPOSED TIME(S):** \_\_\_\_\_

**VOLUNTEERS/STAFF NEEDED:**

NONE  **HIRED HELP** (cooks, bartenders, wait staff, maintenance, security and clean up)

**DO YOU PLAN TO SERVE ALCOHOL AT YOUR EVENT?**  YES  NO

**DO YOU PLAN TO HAVE ENTERTAINMENT AT YOUR EVENT?**  YES  NO

**SPACE NEEDED:** \_\_\_\_\_

**WHAT TIME WOULD ACCESS TO THE BUILDING BE NEEDED FOR YOUR EVENT?** \_\_\_\_\_

**COVER CHARGE/PARTICIPATION FEE:** \_\_\_\_\_

**MATERIALS / ITEMS NEEDED:** \_\_\_\_\_

**PROPOSED EXPENSE(S):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL:**

**PROPOSED INCOME:**

Donations \_\_\_\_\_  
Raffles \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL:**

**NOTES:**

**CLUBROOM COMMITTEE USE ONLY**

Date Submitted \_\_\_\_\_ Date Approved \_\_\_\_\_

Clubroom Committee Chair Signature \_\_\_\_\_