ARM Chapter 12

**Event Organizer Proposal Form**

*Please complete this form electronically, and email it as an attachment to Manfred Netzel, mnetzel@sympatico.ca.*

*Submission process steps:*

1. *download this form to your computer*
2. *the form is a “live” document, so you can add to it. Complete it by typing directly on the form in the space after each question*
3. *save it to your computer under a revised name, for example, “Golf Event Proposal Form”*
4. *attach it to an email*
5. *send it to mnetzel@sympatico.ca*

*Proposal Review Process*

*The proposal will be reviewed by subcommittee of the ARM Chapter 12 Executive. If necessary, we will contact you to discuss the proposal in further detail and help refine it. The event proposal will then be brought to the whole ARM Chapter 12 Executive where it will be put forward for approval. This will be at one of the scheduled Executive meetings. Check the website calendar for a list of those meeting dates. You may be invited to attend the meeting in order to speak to your proposal.* ***If approved*** *by the Executive, the proposal will have the support of the Executive and the resources of ARM Chapter 12.*

***NB re transportation:*** *Due to liability issues, the group transportation of members to the proposed event will not be approved by the ARM Chapter 12 Executive. Transportation to and from the event must be on a private and individual basis.*

Submission Date:

Your name:

Email address:

Phone number:

*Please include the names and contact information of anyone else who would be helping you organize this event:*

1. **Title** of the event:
2. **Describe** the proposed event in detail:
3. **Timing:** When would the proposed event take place? How long would it take? Use specific dates if required.
4. **Location(s)/venue(s):** Where would the proposed event take place? Has this been cleared with the owners of the venue? What costs would be involved in the use of the venue?
5. **Meals and/or refreshments and catering:** Will meals or refreshments be part of the proposed event? Who would be responsible for the provision of these meals or refreshments? Who would be responsible for the clean-up? Who would be responsible for the costs of these refreshments?
6. **Promotion:** How will the proposed event be promoted? (ARM Chapter 12 has three major ways of promoting events, advertising in *After School*, a posting on the website and a broadcast email to our member email list.) Do you propose additional methods of promotion? What are they?
7. **Participants:** Is this proposed event for ARM Chapter 12 Members, their family and friends, or Members only?
8. **Costs:** Are participants expected to pay for the costs involved? If so, how will the money be collected and who will collect it?
9. Is there any other aspect of the proposed event that needs to be explained or described?

*Thank you for your submission.*