

Event Proposal



...partner with possibility
 ...embrace consciousness,
 compassion and connection
 ...practice life-changing spiritual tools
 ...discover life in its fullness

Event Title

Proposed Date of Event

Contact Info:

Name:

Email:

Phone:

Center for Spiritual Living - Tucson
 4200 E. River Road
 Tucson, AZ
 85718

Phone: 520-319-1042
 Email: info@tucsonCSL.org
 http://www.tucsoncsl.org/

Estimated Expenses

Advertising	<input type="text"/>	Include all advertising expenses: cost of paper, ink, postage, ads, fliers, tickets, etc. Itemize and attach details	
Space Rental	<input type="text"/>	Locations Considered	<input type="text"/>
Attach a list of potential locations for the event and show any variances in rental expenses, insurance requirements, etc. Include all rental expenses: space, deposits, cleaning, etc. Attach rental contract(s) for review.			
Required Use Permits/License	<input type="text"/>	Identify type and agency: noise, occupancy, gambling, etc.	
Total Insurance	<input type="text"/>	Attach bids for liability, as well as any and all other insurances required, and where they would be obtained.	
Food/Catering	<input type="text"/>	Attach bids from caterers. Include all expenses, i.e. table settings, tablecloths, etc.	
Decorations/Giveaways	<input type="text"/>	Attach details	
Liquor	<input type="text"/>	Licensed by	<input type="text"/>
Bartender	<input type="text"/>	Insured with?	<input type="text"/>
Other Expenses	<input type="text"/>	Define and identify any additional expenses and attach all necessary documentation.	

Estimated Income

Number of Participants (Adults & Children)	<input type="text"/>		
Food Income per person	<input type="text"/>	Total Food Income	<input type="text"/>
Total Liquor Sales	<input type="text"/>	Other beverage Sales	<input type="text"/>
Estimated additional income (Include sources)	<input type="text"/>		

Estimated Profit	<input type="text"/>	Designated Fund	<input type="text"/>
Additional Comments	<input type="text"/>		

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Purpose of Event

Brief Description
of Event

Event Proposal



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Volunteer Requirements Number of people required for a successful event

To facilitate event:

Event Coordinator:	<input type="text"/>	Volunteer Coordinator:	<input type="text"/>
Set-up:	<input type="text"/>	Clean-up:	<input type="text"/>
Advertising:	<input type="text"/>	Others:	<input type="text"/>

If any assistance or support from any other CSLT Team or Core is needed for the Event, identify and verify they concur with your request. Additional Support will be needed from:

What is needed	Name of Contact
MarComm: <input type="text"/>	Name <input type="text"/>
Admin Office: <input type="text"/>	Name <input type="text"/>
Hospitality: <input type="text"/>	Name <input type="text"/>
Sound & Lights: <input type="text"/>	Name <input type="text"/>
Other: <input type="text"/>	Name <input type="text"/>
Contracts for Consideration: <input type="text"/>	

Presented to CSLT Board on:	<input type="text"/>		
BY:	<input type="text"/>	Email	<input type="text"/>
Cell Phone #	<input type="text"/>	Home Phone #	<input type="text"/>
Are all necessary documents attached? If not, what else is needed?		<input type="text"/>	

Board Decision:	<input type="text"/>	Board Liaison:	<input type="text"/>
Cell Phone #	<input type="text"/>	Home Phones #:	<input type="text"/>
Board Comments/ Considerations	<input type="text"/>		

NOTE: If the Event is approved, detailed monthly updates will be provided by the Event Coordinator for each Board Meeting and Final Notes from the Event Debrief Meeting will be turned in as well.
 ~ CSLT Board