



## Special Event Proposal

Cobblestone Museum

Name of Event:

Date of Event:

Time frame:

Location of Event/Address:

Name of Contact Person:

Contact phone:

Contact e-mail:

1. Describe the Event:

2. Primary purpose of the Event:

Fundraising

Educational

Promotion

Historic

Awareness

Other:

3. How many people do you expect at the event?

4. Cost of the event for participants?

5. Budget for the event: (Specific break down- use the back or another sheet of paper if needed) Include how much will be spent for the completion of the event.

6. How many volunteers do you need for the event and in what capacity? (Specific)

7. How will this be advertised? And include type of advertisement and time frame.

8. Profit expected from event:

9. What do you need from the Museum Board or committees?

10. Any other relevant information about the event:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_