

***Greater Muskegon Woman's Club  
Event Proposal Form***

Thank you for your interest in Chairing an Event for GMWC! We appreciate your efforts and look forward to supporting your Event! Please complete the following information:

Name: \_\_\_\_\_(Chairperson of Event)

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

Proposed Event Dates / Activity (Include dates required for set up/ take down/ clean up):

\_\_\_\_\_

Confirmation that the Club is free for your event (call the Activities Chairperson) \_\_\_\_\_

Reason for the Event:

- Fundraiser
- Service Project
- Other

Planned Recipient of Funds:

If there was a previous similar event do you know the success?

Please estimate all of your expected Expenses and Revenue for the Event. Include such items as decorating expense, advertising, food and beverage, entertainment, ticket price (for estimated income) , donations anticipated. (If necessary, attach additional document)

***Please forward to the Activities Chairperson, who will submit to the Board for approval.***