

# Event/Program Proposal Form

Submission Date:

Approved

Incomplete

Review Date:

Denied

Name of Program/Event:

Staff in Charge:

Is there a co-presenter for this event?  If yes, please list:

Description of Event:

Goals of Program or Event:

1.
2.
3.

## Dates/Timing

Frequency of Program/Event:

Proposed Start Date:  End Date:  Start Time:  End Time:

Days:

- Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

## Location

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Location:

If non-County, to whom does this facility belong?

Facility contact information (name, phone #, email)

Please list any special site requirements that would need to be addressed prior to this program/event:

## Participant Information

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Is this program intended for a specific age group?

If yes, what is the minimum age?

maximum age?

How many participants are required to break even?

What is the maximum number of participants accepted?

## Proposed Fees and Budgetary Information

Proposed Fee \$

per

If other, please describe:

Is this fee currently in the Richland County Recreation Commission fee schedule?  Yes  No\*

***\*If no, please attach a fee breakdown with justification.***

List any sponsorships, donations, discounts, etc. that would be associated with this program/event. Please note if the sponsorships are secured or proposed.

***Please attach your itemized budget in an excel spreadsheet. Include your itemized project revenues as well as your itemized project expenses. Be sure to include projected staff time for the program/event in your expenditures.***

## Marketing/Advertising

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Is anyone in the community offering a similar program?

\*If yes, please describe the similar program, including its date and organizer:

What methods do you plan to use to advertise this program? (mark all that apply)

Flyers distributed to:

PSA

Submitted article to whom:

Advertisements in which mediums?

Online websites:

Other(s) please describe:

***Please attach any proposed advertisements intended for use to advertise/market your event.***

What is your timeline for distribution of the above marketing materials?

## Instruction/Needs of Participants

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Please note any information that would be useful to the participants of this program/event. Take into consideration factors such as weather (cold, hot, wet), time of day, specific supplies or equipment needed, certifications, background checks, etc...

## Entertainment/Vendors

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Please list and describe all entertainment/vendors. Food vendors are required to be SCDHEC permitted. All outside vendors and entertainers will be required to hold a certificate of insurance.

## Contract Agreements

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Please attach any contracts or agreements. Contracts and/or agreements must be approved by the appropriate body prior to program/event. Please allow time for agreement approval. *Please attach certificate of insurance and any other support information.*

## Supplies and Equipment

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Please list supplies that will be needed for the program/event (trophies, uniforms, balls, arts and crafts, food, etc...)

Please list the equipment that will be needed for this program/event (gear, goals, bases, sound system, etc...)  
Please note if the items are borrowed, who they belong to and the logistics for getting and returning items.

## Staffing and Volunteers

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Who will be working the program/event and what will be the duties assigned? Please note specific times, staff, and/or volunteers.

## Contingency/Back-up Plan for Program/Event

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Please list alternative plans for the program/event. Consideration should be given to all aspects of the program from facilities (including ballfields, lighting issues, multi-purpose rooms) staffing, weather, and other emergency situations. Please list out backup facilities, contacts, alternate phone numbers, and contingency plans.

***Please attach any other information required for this program/event such as registration forms, sign-up sheets, etc...***