

# New Event/Creative Idea Form

For new and/or unbudgeted event, please submit form to Kathleen Stark at [knstark72@gmail.com](mailto:knstark72@gmail.com) at least four weeks before scheduling or promoting the event. A board response and notification will be made to you generally within 48 hours.

Your Name \_\_\_\_\_ Email \_\_\_\_\_

Activity (check one):     Reception     Other (explain) \_\_\_\_\_

Event Name: \_\_\_\_\_ Starting & Ending Dates: \_\_\_\_\_ - \_\_\_\_\_

Location: \_\_\_\_\_ Reception Time: \_\_\_\_\_ - \_\_\_\_\_

Special Details \_\_\_\_\_

Funds are already budgeted     Yes     No

I will need funding     Yes     No

Funding Details \_\_\_\_\_

I will want to include:

- Marketing
- Food
- Alcohol (license \$55)
- Entertainment
- Other

Specific plans are

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will need help with

- Marketing
- Food
- Alcohol (license \$55)
- Entertainment
- Preparation
- Cleanup
- Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special needs or requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note on PR/marketing:

1. The FAL can provide free advertising on its website, in the newsletter, on Facebook and through Constant Contact email messages
2. The FAL has an art director and an editor who can design and review materials before they are distributed. Please contact Ramona Weaver ([w3graph@verizon.net](mailto:w3graph@verizon.net)) before printing and distributing materials.