

# Celebration Academy Event Proposal Form

On Yahoo Calendar:  
Newsletter due date:

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Your Name: \_\_\_\_\_

Best way to reach you : \_\_\_\_\_

Event Title: \_\_\_\_\_

Brief description/plan for your event: \_\_\_\_\_

\_\_\_\_\_

Who will this event be for? (Example: families, mothers & sons, Dads, etc.) \_\_\_\_\_

Age or grade range this event is targeted for: \_\_\_\_\_

What month and time are you planning? List options. \_\_\_\_\_

\_\_\_\_\_

For community outings list destination (please include address if possible): \_\_\_\_\_

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- Please give approximate travel time: \_\_\_\_\_
- Do you plan to organize carpooling? \_\_\_\_\_
- Please list all fees including parking fees: \_\_\_\_\_
- Have you checked to see if a group, school, or non-profit rate is available? \_\_\_\_\_
- Is a deposit required to hold a date? Please list the amount needed: \_\_\_\_\_
- Is the deposit refundable? \_\_\_\_\_

For get-togethers such as an ice cream social or game night, where will it be held? Will you need assistance finding a location? If so, what are the spaces or other needs to consider? \_\_\_\_\_

\_\_\_\_\_

Will you be serving food? What do you have in mind: (snacks, pizza, BBQ, finger foods, bring your own, etc.) \_\_\_\_\_

\_\_\_\_\_

Will you take sign-ups for members to bring food items or do you plan to provide the food yourself (for example pick up pizza, provide ice cream, etc.) to be reimbursed by the school? \_\_\_\_\_

\_\_\_\_\_

What will the school provide? \_\_\_\_\_

Please list anything that you will need for your event such as tables, chairs, linens, or any other miscellaneous items: \_\_\_\_\_

\_\_\_\_\_

Are there a minimum number of people you must have? A Maximum? \_\_\_\_\_

Please indicate if you will need parent helpers or assistants, how many will be needed, and the type of help they will provide.

\_\_\_\_\_

Please list below any questions or thoughts you might have concerning the planning of your event: \_\_\_\_\_

\_\_\_\_\_