



# Cary Newcomers Club, Inc.

P. O. Box 5071, Cary, NC 27512-5071

## Activity Proposal

Purpose: To assist the Executive Board in evaluating any activity a Standing Committee brings to it for approval. Must be completed in its entirety before any major activity can be approved.

Name of Activity: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Date and Time to be held: \_\_\_\_\_

Place to be held: \_\_\_\_\_

What Standing Committee will organize the activity? \_\_\_\_\_

Committee members working on this activity (use separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Costs (approximate):	<u>Total Deposit</u>	<u>Deposit Due Date</u>	<u>Refund Date</u>	<u>Funding Source *</u>
Facility	_____	_____	_____	_____
Food & beverage	_____	_____	_____	_____
Program	_____	_____	_____	_____
Handouts/prizes	_____	_____	_____	_____
Printing/mailing	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
<b>TOTAL COSTS</b>	_____	_____	_____	_____

\* *Funding Source: reimbursed by ticket cost, paid by grant from Executive Board or given as donation?*

What is the facility capacity? \_\_\_\_\_

How many people can participate? \_\_\_\_\_ Do you plan on opening this to guests? Yes / No

Proposed cost per member: \_\_\_\_\_ Proposed cost per guest: \_\_\_\_\_

Break-even attendance number: \_\_\_\_\_ Cancellation Date if interest is inadequate: \_\_\_/\_\_\_/\_\_\_

Other comments: \_\_\_\_\_

Name and title of person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

===== For Executive Board use only =====

Approved? Yes / No By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Executive Board Member Title*

Notes: \_\_\_\_\_