



Cary Newcomers Club, Inc.

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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: _____	_____	_____	_____	_____
TOTAL COSTS	_____	_____	_____	_____

* *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

Date: _____

Notes: _____