



Community Event Proposal for HOA

SUBMITTER:

Email address:

Event Planner if other than Submitter:

EVENT GENERAL INFO

TITLE:

DATE:

TIME:

LOCATION:

DESCRIPTION/PURPOSE

PROPOSED PROGRAM

ATTENDANCE (Anticipated)

PROPOSED BUDGET (Please provide as much detail as possible and include registration fee, HOA cost, HOA cost per attendee, vendor minimum requirements and plan if "minimum" is not reached)

OTHER INFO OR NEEDS

Rain Out plans:

Note:

- Advertising and Registration requirements will be discussed after event approval
- Event Planner provides HOA with advertising write-up at least one month before event.

REVIEWER'S SECTION:

Question	Yes/No	Other
Does the event have a planner that is taking responsibility for the event		
Does event build community and enhance residents' quality of life		
Is event for entire community (not specific group)		
Is HOA cost less than \$37 per participating Heritage Hills address?		
Will there be a registration fee		
Is anticipated attendance over 40 homes (6% of Heritage Hills homes)		
Could event be held without HOA funding		

Reviewer's Notes: