

GBACG Event Planning Proposal

Please fill out **page one** for your initial proposal. If you are able to also fill out some of the information on the following pages, great! If not, don't worry. If your event is selected, the event coordinator will work with you to complete the rest of the fields.

Your name		Your Email:				
Name of Event:		Your Phone:				
Proposed Time of Event:	Proposed Season:		Proposed Region:		Estimated Ticket Price:	
	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>	North Bay <input type="checkbox"/>	South Bay <input type="checkbox"/>	\$0-\$20 <input type="checkbox"/>	\$20-\$40 <input type="checkbox"/>
	Fall <input type="checkbox"/>	Winter <input type="checkbox"/>	East Bay <input type="checkbox"/>	Peninsula/SF <input type="checkbox"/>	\$40-\$60 <input type="checkbox"/>	\$80-\$100+ <input type="checkbox"/>
Costume Era or Genre:						
Event Description:						
Proposed Venue:			Estimated cost of venue rental and/or ticket price for activity:			
Proposed Food/Catering:			Estimated cost per person for food/catering:			
Proposed Entertainment (Musicians, storytellers, etc.)			Estimated cost of entertainment:			
Children able to attend? Age minimum/maximums? Free under X age or no?		Anything else we should know?				

(For Board use only) Notes:

VENUE DETAILS	
Venue Name	Venue Address
Venue Contact Name	Venue Contact Phone or Email
Deposit Requirements (Please describe in details. e.g. xx % of total rental costs to be paid by month/date/20xx)	
Cancellation and Refund Terms (Please describe in details. e.g. xx % of deposit refundable in full x weeks prior to event date. Last day to cancel event is xx business days prior to event date.)	
Types of Payment Accepted by Venue: Cheque <input type="checkbox"/> Visa/Mastercard <input type="checkbox"/>	Deadline to Submit Number of Attendees (and other applicable details) to Venue:
Min. Number of Attendees Required by Venue	Max. Number of Attendees Allowed by Venue
Parking Information:	Public Transportation:
Nearest Bathroom:	Accessibility:

Note: All contracts (e.g. for venue/entertainers) must be signed by the President and reviewed by the Treasurer. Do not enter into any contract or submit payment on behalf of GBACG.

FIXED COSTS		
Item	Total Cost	Detailed Description
Venue/Site Rental	\$	If rental is charged by the hour, please also list venue's hourly rate, the number of hours for the proposed event, and the minimum number of hours required by the venue here:
Site Permit (e.g. for picnics)	\$	Please confirm and describe venue's alcohol policy here (e.g. Is a banquet license required? Corkage fees?):
Refundable Security Deposit (where applicable)	\$	
Entertainment (where applicable)	\$	
Decorations (where applicable)	\$	
Prizes (where applicable)	\$	
Other:	\$	
Other:	\$	

VARIABLE COSTS (PER PERSON)		
Item	Cost per Person	Detailed Description
Venue admission/ticket fee (where applicable)	\$	
Food (where applicable)	\$	
Memento for Attendees (where applicable)	\$	
Tax (where applicable)	%	
Gratuity (where applicable)	%	
Eventbrite fee (Event Coordinator will calculate)	\$	
Other:	\$	
Other:	\$	

ATTENDEE NUMBERS	
Minimum # paid attendees to hold event	
Minimum # paid attendees to meet committed expenses	
Comped tickets? Give names and numbers	

PAID ATTENDEE COSTS	
Adult GBACG Member price	\$
Adult Non-Member price	\$
Child price (12 and under; specify age if different)	\$

Date Due	To Do	Notes
	Budget submitted	
	Budget approved	
	Confirm date with venue	
	Webpage information submitted	
	Webpage/Eventbrite published	
	Webpage/Eventbrite announced via FB & List	
	Facebook & list reminder #1	
	Facebook & list reminder #2	
	Request payments from treasurer	
	Confirmation Email w/ details for attendees	
	Submit Receipts for Reimbursement	
	Post Final Balance & Attendance	

Email this form to: GBACG Events Coordinator at events@gbacg.org,
or mail to: GBACG, P.O. Box 6392, Alameda, CA 94501.

Need help? Please contact the GBACG Events Coordinator via email.

Refund and Transfer Policies:

GBACG tickets are non-refundable but transferable with advance notice to the Events Coordinator. Not all events will have waitlists. Wait listing is subjected to the discretion of the Events Coordinator. Tickets are non-transferable for sold-out events and will be assigned by waitlist priority.