**AMERICAN LEGION POST 60 EVENT PROPOSAL**

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| **Event #:** **Today’s Date** |
| **Select One** | **Event Sponsor** |
|  Initial Request [ ]  | American Legion Post 60 [ ]  Auxiliary Unit 60 [ ]   |
|  Update [ ]  | SAL Squadron 60 [ ]  Legion Riders 60 [ ]   |
|   | Other        |
| **Step 1 – Date and Location Approval** |
| Event Title:       | Recurring Event Yes [ ]  No [ ]  |
| Event Date:       Alternate Date       |  (Recur every      ) |
| Location Access Time (setup/cleanup)       |  (Recur until      ) |
| Actual Event Time       |  |
| Event Location: (Check all that apply)Hall [ ]  Field [ ] Lounge [ ]  Parking Lot [ ] Game Room [ ]  Other       | ---------------------------------------- **BUSINESS MANAGER APPROVAL** |
| **Step 2 – Point of Contact Information** |
| Event Chairman:       | Chairman Phone:       |
| Chairman Email:       | Chairman Cell:       |
| **Step 3 – Event Details** |
| 1. Are additional volunteers needed? YES [ ]  NO [ ]
2. Description of event: Setup, cleanup, use of equipment, funding, open to the public, alcohol sales, permits, insurance and any other details.

      1. Advertising (Check all that apply) There may be a cost associated with advertising.

(Events for Legion Members and guests only)Flyers [ ]  Newsletter [ ]  Website [ ]  Facebook [ ] Legion Community [ ]  (Public events only)Local Newspaper [ ]  Internet [ ]  Local Schools [ ]  |
| **Step 4 – Approvals** |
| **Sponsor Commander, President or Director** |  |
| **Legion Second Vice Commander** |  |
| **Legion Commander** |  |