**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** |  | |