

EVENT PROPOSAL 2024

Event Name

Date: _____ Location: _____

Time From: _____ To: _____

Event Lead Planner		Contact Email		Cell Number	
Event Alternate Contact		Contact Email		Cell Number	
Day of Onsite Coordinator		Cell Number			

Event Description and Detail; Who, What, When, Where, Why			
Anticipated Number of Participants?		Will Public Attend?	
Will event generate Revenue?		Will there be Expenses? <small>Please complete an Event Budget</small>	

Event Committee Members – <i>please list contact information below</i>			
Planning	Name	Email	Cell
Decorating			
Setup			
Teardown			
Debrief Date and Location			

Social Committee Approval			
Approved as proposed		Approved with some modification	Declined by vote
Social Committee Meeting Date			

CHECKLIST <i>indicate Y or N to confirm; X incomplete; strike through if not necessary</i>			
Is the Facility/location Booked		Has Confirmation been Rcv'd	Is any AV Equipment Rq'd
Are Volunteers Recruited <small>List above</small>		Is decorating being done	Is Food/bev arranged
Set up time arranged		Tear down/Cleanup arranged	Garbage Removal arranged
Is Other Equipment required		Facebook Event Notification	Email Event Notification
Printed Event Notification Posted		<i>Other</i>	<i>Other</i>

EVENT BUDGET 2024

Event Name

Date: _____ Location: _____

Time From: _____ To: _____

Event Lead Planner		Contact Email		Cell Number	
Event Alternate Contact		Contact Email		Cell Number	

Items required for Event – please provide as much detail as possible				
Consumables	Item	# Rqd	Supplier	Est \$
<i>Disposable cups, napkins, table cloths, etc.</i>				
Food				
<i>List any food being served including snacks, etc.</i>				
Decorating				
<i>List decorations and supplies required specific to this event</i>				
Rental				
<i>List equipment rentals including delivery charges</i>				
Clean up				
<i>Bags, towels, soaps, etc.</i>				
Estimated total cost of event				

Revenue				Total EST\$
Ticket Price per person		Estimated # of Tickets to be sold		
Will there be a 50/50 draw?		Estimated # of Tickets to be sold		
Other item(s) to be sold?				
Other item(s) to be sold?				
Estimated revenue				

Prepared by: _____ Date: _____

EXPENSE ADVANCE REQUEST FORM

*Social Committee members/residents must complete and submit this form to the Social Committee Treasurer for approval prior to any purchase for which they expect reimbursement.
Any expenditure over \$500.00 requires authorization from the greater Bluffs at Huron Community.*

Date of Request: _____ **Requested By:** _____ **Date Required:** _____
Function/Event: _____
Group: _____

Amount Requested: <i>Including Tax</i>	\$	<input type="checkbox"/> Estimated <input checked="" type="checkbox"/> Confirmed	Item(s) Cost \$:		HST \$:	
Is it a recurring amount?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Recurring \$		Total \$ Annual	
Proposed Supplier			Supplier Address			

Details

List specific reason for expenditure including the item description.

Attach supplier quotes or other support documents as necessary

NOTE:

- Approval of this request must be granted by the Treasurer of the Bluffs at Huron Social Committee prior to making the purchase.
- Receipts submitted without a corresponding Approved Expenditure Request may not be reimbursed.

Requesters Signature: _____

Approval

YES NO Request Additional Quotation(s) Additional Action(s)

Additional Quotation/Action Detail

List specific details of additional action(s) or recommendations required prior to an approval decision.

Amount		Amount Reimbused		Ledger Entry Date	
GST \$		Cheque Date		Event	
Ship/Del \$		Cash Date			
Total \$		E-Transfer Date			

Authorized By: _____
BSC Treasurer

Date: _____



EVENT EXPENSE RECONCILIATION

Event Name _____ Event Date _____

Event Planner: _____ Email: _____ Phone _____

Event Expenses – Receipts are required for reimbursement

Consumables	Item Detail	Supplier	# Items	\$ per Item	Sub Total	Tax	Total
Paper plates, napkins, garbage bags, cleaning products, etc.					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -

A-Total Consumables \$ -

Food

Food served at event including snacks and drinks					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -

B-Total Food \$ -

Decorating

Disposable and reuseable decorations purchased for this event					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -

C-Total Decorating \$ -

Rental

Rental items specific to this event					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -

D-Total Rental \$ -

Total Expenses A+B+C+D \$ -

Event Income – List all income from Tickets sales, Draws, Donations, Other,

Income Source	Number Sold	\$ per Item	Total
Events Tickets			\$ -
50/50 Draw Tickets			\$ -
Donations			\$ -
Other			\$ -

Total Income \$ -

Submitted By:

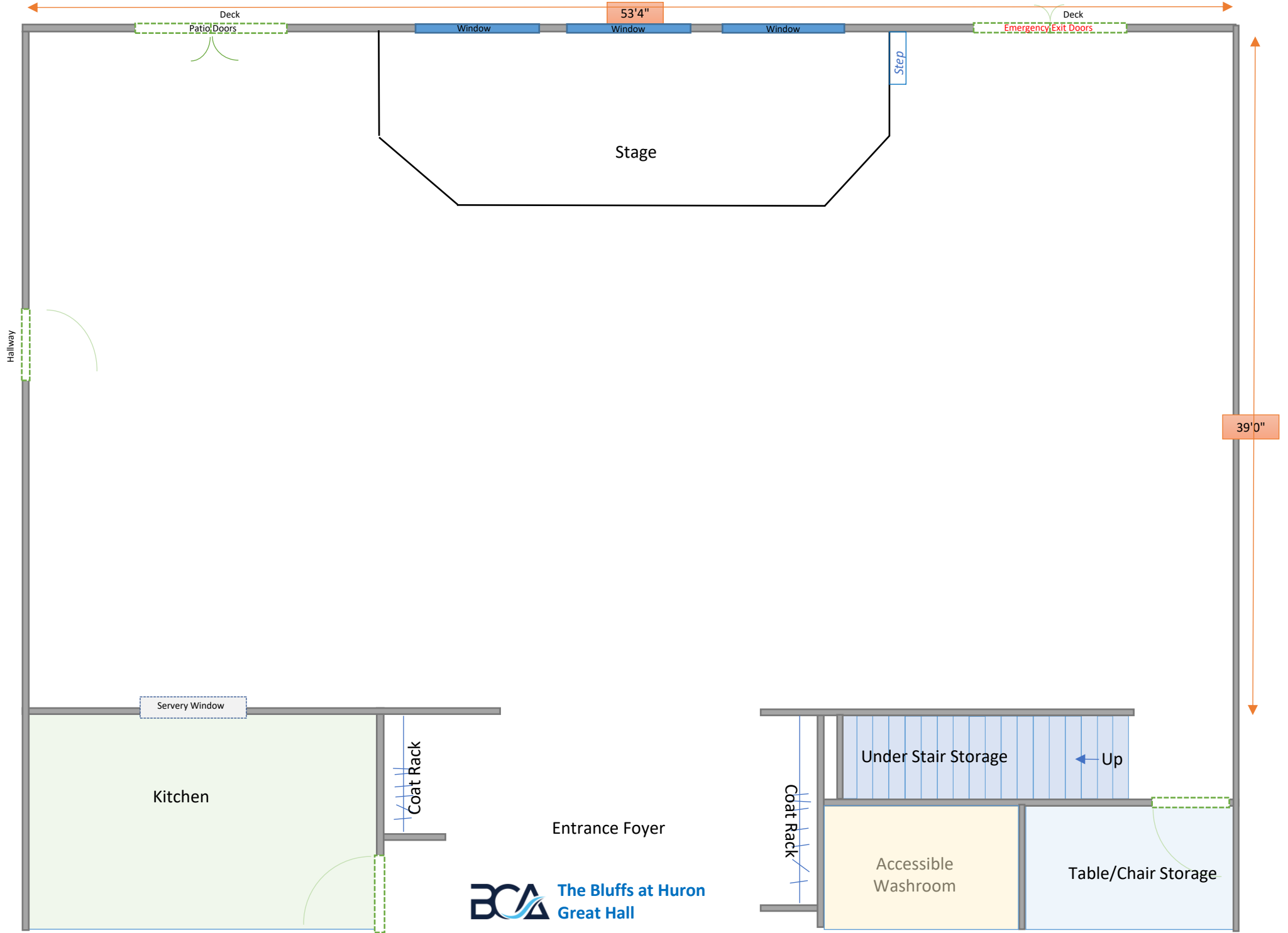
Print Name _____

Phone _____

Surplus/Deficit \$ -

Signature _____

Email: _____



EVENT PROPOSAL PROCESS 2024



This document describes the Process for planning a Bluffs at Huron Social Committee (SC) sanctioned community event. Planning a successful event takes time, and there is an approval process that needs to be completed; please submit the Event Proposal at least 90 days in advance.

Procedures:

- All community events must be open to all Bluffs at Huron Residents; non-residents are not permitted unless the Social Committee receives prior written approval from ParkBridge
- Review the community calendar to verify no similar events/activities are already planned.
- Select available dates and times from the community calendar that are appropriate for the proposed event.
- Contact the SC Communications Coordinator (comms.bah.sc@gmail.com) to temporarily hold the available date and time.
- Contact the SC Activities Coordinator (activities.bah.sc@gmail.com) to obtain an Event Proposal package.
- Plan your proposed event in detail, complete the Event Proposal package, and return it to the Activities Coordinator.
- The Activities Coordinator will present your proposal at the next Social Committee executive meeting where it will either be approved as submitted, modified, returned for further detail, or rejected with cause.
- Contact the Social Committee volunteer coordinator (volunteers.bah.sc@gmail.com) for event volunteers who can help with setup and clean up.
- Funds received prior to the event or generated during the event must be recorded and be turned over to the Treasurer as soon as practically possible.
- A post event debrief must be completed and documented
- An event Income and Expense (Reconciliation) form must be completed and submitted along with an expenditure request form for accounting purposes and expense reimbursement.

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EVENT PROPOSAL PROCESS 2024



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Policies:

- The designated person/persons reserving the Hall must be present the entire duration of use for which the Hall is reserved.
- No outside solicitation for non-residents attendance to any event. Any exception would require the Social Committee to obtain written authorization from Parkbridge.
- All events are required to be open to all ticket holding residents.
- Tickets must be available to all residents who want to attend, and must be distributed in a fair and equitable manner. Ticket distribution must be based on 2 tickets per leasehold. Distributed tickets that cannot be used must be returned to the event organizers for redistribution to other residents.
- Tickets must be for general admission, reserved seating or space is not permitted unless available to all residents and only if a plan is included in the original proposal, and approved by the Social Committee.
- Guest attendance is limited to one guest per leasehold in the case of a single resident. Prior Social Committee approval is required for any other guest attendance to any event or function
- Planned events should be either revenue neutral, or generate revenue for the Social Committee, unless previously approved by the Social Committee.
- Organizers will be responsible to observe all facility rules for setup, use, and clean up. SC volunteers should be involved in the set-up, operation, and clean up, of any activity or event. Please do not attach anything to the walls, no use of thumb tacks or tape on any portion of the Hall. Kitchen plates, cutlery etc. are not to leave the Hall for people taking food home. No burning candles.
- Promotional material including social media posts and emails must be done through the Social Committee Communications Coordinator (comms.bah.sc@gmail.com). All promotional material must meet community standards.

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EVENT PROPOSAL PROCESS 2024



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- Alcohol may not be sold, served, or distributed by event organizers or volunteers at any event or activity.
- Deviations from the original event proposal/budget must be noted on an addendum, approved by the SC and attached to the document it amends.
- Cash generated from ticket sales and/or draws and raffles etc must be documented as it is generated and immediately turned over to the SC Treasurer.
- Funds Advances need to be noted on the Event Proposal and approved by the SC. Any funds advance required prior to the event must be requested by completing an Expenditure Request form and submit it to the SC Treasurer.
- Any single capital expenditure exceeding \$500.00 requires community approval.

I have read and understand the procedures and policies of the Social Committee Event Proposal as listed above and by my signature I declare that I will abide by the policies as written.

Name: _____ Date: _____

Signature: _____