

# **Event Proposal Form**

## **Barking & Dagenham Scout District**



**Application to promote a District event**

Nature of Event: \_\_\_\_\_

Name of Organiser: \_\_\_\_\_

Date of Event: \_\_\_\_\_

**Budget (Details of Income/Expenditure):**

	<b>Item</b>	<b>Income (£)</b>	<b>Expenditure (£)</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
<b>ESTIMATED TOTALS</b>			

***Please attach copies of all price lists, estimates etc.***

I hereby make formal application to organise the above event and note that, if approved, all funds received must be passed to the District Treasurer who will also meet all expenses.

**Signed: \_\_\_\_\_ (Organiser of Event / Claimant)**

This form is to be submitted to the District Treasurer at least 28 days before the event. This allows time for consideration by District Executive members. A copy will be returned to the Organiser confirming the decision.

***APPROVED / NOT APPROVED***

**Signed: \_\_\_\_\_ (District Treasurer)**