



OLDE TOWNE NEIGHBORHOOD ASSOCIATION

Event Proposal

Name of Planner/Host: _____

Type of Event: _____

Date: _____ Location: _____

Activities/ Details: _____

Budget Requested: _____

Signature: _____ Date: _____

PARTY PLANNING PROCEDURE:

STEP 1: Fill out this *Event Proposal Form* and return via email to oldetownetnd@gmail.com or via drop box at the Mail Facility.

STEP 2: Once approved, contact Natalie at oldetownetnd@gmail.com for a current list of residents and addresses (email or physical). Place a copy of the invite in the Bulletin Board in the Mail Facility. And if emailing, mail a copy to Rita Dionne 200 Hallmark Ave & Rosalie Waldrop 115 Hallmark Ave.

STEP 3: Keep all receipts for reimbursement and drop off via dropbox soon after the event.

Thank you so much for serving your neighborhood!

OFFICE USE ONLY

Approved By: _____ Date: _____

Approved Budget: _____