



# Quincy Animal Shelter Event Proposal Form

We encourage our volunteers to share their ideas for events and fundraisers. Since we have so many volunteers with great ideas, we ask that you fill out this form and describe the event you would like to plan. This will be presented to the BOD (Board of Directors) for review. If the BOD approves, the applicant will oversee said event and will report to Event Manager with weekly updates on the planning and development of the event.

To start, please describe your idea: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quincy Animal Shelter does not, currently, have a determined budget for events and fundraising so please provide the budget you are requesting of the board, to bring this event to life.

Event Budget: \_\_\_\_\_

How much do you expect to earn in fundraising at/for this event: \_\_\_\_\_

How do you plan to raise money at/for this event:  
\_\_\_\_\_  
\_\_\_\_\_

Location of event: \_\_\_\_\_

Requested Date of event: \_\_\_\_\_ Rain Date: \_\_\_\_\_

How many patrons are you hoping for: \_\_\_\_\_

How many volunteers will you gather to support you in carrying this out? We encourage you to build a team and divide up responsibilities. \_\_\_\_\_

What sort of support will you need to spread the word: ie: Press, Social Media, QATV. Keep in mind, this aspect will need to be assigned to one person, so that we do not have multiple people reaching out to the same organizations. Our PR and Marketing board members should be involved with any advertising or social media before moving forward.  
\_\_\_\_\_

Are you prepared to keep track of all expenses and receipts that will be reported to the BOD? \_\_\_\_\_

Thank you for providing this information. The BOD will review this proposal and either request an in-person presentation to the BOD, deny the request with explanation or will grant approval to move forward.