

Name of Event

Brief Description of Event

Date Requested

Location Requested

DPW Support Needed

Communications Support Needed

Social Media

Committee Calendar

Flyers (note all flyers must be submitted to XYZ before distribution)

Budget

What is the projected budget of this event?

Items needed to be purchased by the Village to support the program.

Will any outside Vendors be brought in for the event?

Main Contact for Committee Name

Main Contact for Committee Phone

Main contact for Committee Email

