

# Event Proposal Form

## Contact Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone (business): \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_



**Promotional Material:**

The CCAC would be glad to provide you with free limited educational, promotional materials; we would certainly appreciate your support if you can bear the shipment cost of the promotional materials.

State below the promotional materials you will require for your event:

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To pay for the shipment expenses you can choose any of the below mentioned options:

- Your FedEx account number
- Your local courier for delivery in Toronto or Montreal

**Budget:**

(Please note that these figures are estimates. All expenses must be paid from the revenue generated from your event)

Expenses

Venue Rental:	\$ _____
Furniture & Fixtures Rental:	\$ _____
Costume Rental:	\$ _____
Food & Beverage:	\$ _____
Printing: (tickets, posters etc...)	\$ _____
Advertising & Media:	\$ _____
Prizes:	\$ _____
Manpower:	\$ _____
Transportation cost:	\$ _____
Others (please specify)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
Total Expenses	_____

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Revenue (Proposed Income – Net Revenue)

Proposed Income:	\$ _____
<b>Deduct</b> Expenses	\$ _____
Net Revenue to the CCAC	\$ _____

Comments: