

Northwest Arkansas Gay Lesbian Bisexual & Transgendered Community Center
Event Budget Submission Guidelines

NWA GLBT Community Center



Linking Together to Build a Better Future

In order for the board to review and discuss any event or fundraising idea, a proposal must be submitted in writing to a Board of Directors member a minimum of 30 days prior to the proposed event date.

The Board of Directors member is responsible for discussing the proposal with the submitter to clarify and hone the proposal.

If a board meeting is scheduled within 2 weeks of receiving the proposal - the proposal will be added to that meeting's agenda. If no meeting is scheduled within those 2 weeks - the board member that received the proposal will determine if an impromptu meeting is necessary in order to review the proposal.

You will be notified in writing if the Board of Directors grants approval for your event, or if revision of the proposal is necessary.

The event proposal must contain:

- A detailed description of the proposed event.

- Date(s) of event.

- Length of event.

- Event planning timeline:

 - Show on a calendar when your deadlines are for each proposed step: i.e.: recruit volunteers, send out advertising, confirm bookings - etc...

- Potential locations secured - Verify maximum number of people the space can hold and that there are bathrooms and exits as required by law. Verify any additional equipment or supplies to be provided by the location.

- Event costs:

 - Include any supplies or services you do not have sources for even if you think you can get them donated later.

 - Examples: Food/Drinks, Advertising, Printing, Rental of Equipment, Space Rental, Transportation, Legal fees, Permits, etc.

- Legal issues:

 - Permits, Contracts or Security needs addressed and verified.

 - (Do NOT sign any contracts or apply for permits)**

- Event proceeds:

 - This should include an estimated attendance, an estimate of overall profit, and how you have determined your figures.

All event proposals submitted for approval to The Northwest Arkansas Gay, Lesbian, Bisexual, and Transgendered Community Center Board of Directors shall exemplify the Community Center Mission Statement. No proposed event shall violate Federal, State, or Local laws, or the Bylaws of the NWA GLBT Community Center.