

# **Blackout Leather Productions Event Proposal Form**

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Start Ends

Requested Donation Amount: \_\_\_\_\_

## **Venue for Event**

Name of Venue: \_\_\_\_\_ Address: \_\_\_\_\_

Have you booked this Venue?: \_\_\_\_\_ If No, is the date available?: \_\_\_\_\_

Venue Contact Person: \_\_\_\_\_ Phone # or E-Mail: \_\_\_\_\_

## **Budget for Event**

Some typical Budget Items: Flyers, Posters, Spotlight, Door Comps, Ticket Supplies, Prizes

	Amount Requested	Approved Amount
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Amount Requested:	\$ _____	\$ _____

## **Charity Information**

Organization to receive a portion of the proceeds from this event: \_\_\_\_\_

Have they been contacted?: \_\_\_\_\_ Have they approved this event?: \_\_\_\_\_

Is the charity a 501c3 non-profit?: \_\_\_\_\_ What is their Tax ID Number?: \_\_\_\_\_

Charity Contact: \_\_\_\_\_ Phone # or E-Mail: \_\_\_\_\_

**Please attach the Charities IRS 501c3 documentation and a letter authorizing BLP to raise money for the charity.**

## **Advertising**

**Please attach all event flyers, posters and any other advertising materials you plan on using for approval.**

**Please spell check before submitting. Make sure you are not using copy written material.**

**All flyers must clearly show:**

**The event name, time, venue name, venue address, cover/donation price, charity recipient and  
Blackout Leather Production's Logo and web address**

**Event Description**

*Please describe your proposed event (Please attach additional sheets if needed)*

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**Special Needs**

*Please list any additional needs your event will need from the Board of Directors (Please attach additional sheets if needed)*

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**Event Organizers**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_