



Proposal Guideline for Club Sports Events

Scenario # 1: Club is hosting an event

What does this event consist of?

The Club needs to submit a formal proposal that includes:

- Description of the event
- Purpose of the event
- Where and when will the event take place
- Budget (how will this be funded)
- What costs do you expect
- What means do you plan to pay for anticipated and unanticipated costs
- Estimate/Composition of attendance
- What other parties do you intend to make commitments with
- Will food and/or beverages be provided
- How will this event be promoted/advertised
- What is your provision for general liability coverage

Scenario # 2: Co-hosting an event with an outside organization

What does this event consist of?

The Club needs to submit a formal proposal that includes:

- Description of the event
- Purpose of the event
- Where and when will the event take place
- What is your provision for Indemnification with the co-hosting organization
- Budget (how will this be funded)
- What costs do you expect
- What means do you plan to pay for anticipated and unanticipated costs
- Estimate/Composition of attendance
- What other parties do you intend to make commitments with
- Will food and/or beverages be provided
- How will this event be promoted/advertised
- What is your provision for general liability coverage

Scenario # 3: Volunteering at an event hosted by an outside organization

What does this event consist of?

What is your provision for Indemnification from the hosting organization

If volunteering as individuals, not associated as a club in any way, shape or form

Can not advertise as a club event or as a benefit for the club

Can not promote as a club event and the club can not be associated with the event.

The club name can not appear on any invitations, brochures, posters, emails, mailings or any other promotional material.