

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:

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	_____

Revenue (Proposed Income – Net Revenue)

Proposed Income:	\$ _____
Deduct Expenses	\$ _____
Net Revenue to the CCAC	\$ _____

Comments: