

Proposed IAC Event/Activity Form

Thank you for proposing an event or activity for IAC Boise. Please respond to the following requests for information in writing and submit to an IAC Board member for review and approval by the IAC Board.

1. Briefly describe the event/activity.
2. Circle how the event/activity meets the IAC Mission Statement:
 - a. Promotes Italian Culture
 - b. Foster & promote sociability and friendship among the membership and the community.
 - c. Philanthropy
3. Chairperson: name, phone #
4. Location of the event/activity:
5. Proposed date(s) and time(s):
6. Minimum/maximum # of attendees:
7. Target audience (circle all that apply): Club members, guests of club members, the public
8. Expenses: Please detail types of expenses and projected total expense
9. Revenue: Please detail proposed charge per participant, other revenue, projected total revenue
10. Marketing: How will the target audience be notified of an event/activity?
11. Volunteers: How many volunteers will this event/activity require?
12. Planning schedule. Please outline timeline for tasks to achieve the event/activity.
13. Please include any other information that is pertinent.

Submitted by: _____ Date: _____

Approved at the IAC Board Meeting dated _____

3/2023