



# Las Vegas Corvettes Association

## **Pre-Event Application & Plan Form**

This form will be completed by the **Events Chairman** who will review the contents, sign it and present it to the E-Board. This form is required for all LVCA sanctioned events. The chairman for the proposed event is required to make a brief presentation to the E-Board in person.

Proposed Event: \_\_\_\_\_

Proposed Date(s): From \_\_\_\_\_ 20\_\_ TO: \_\_\_\_\_ 20\_\_

Chairperson's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Brief Summary of Event: \_\_\_\_\_

Number of Committee Members needed: \_\_\_\_\_

Has Committee been formed?  Yes  No

Will this event be NCCC sanctioned?  Yes  No

Will this event be considered as:

Racer's Edge Event  Yes  No

Community Service  Yes  No

Club income  Yes  No

50/50 Raffle desired  Yes  No

Will advance money be required for food, beverage or equipment?

Explain: \_\_\_\_\_

What will be the cost for participation: \$ \_\_\_\_\_

Members? \_\_\_\_\_

Non-members? \_\_\_\_\_

Proposed Expenses	Proposed Income
\$ _____ Cash Advance needed	\$ _____ Cash Donations
\$ _____ Plaques, Trophies, Prizes	\$ _____ Income from sales, registration, etc
\$ _____ Entertainment	\$ _____ Other Donations (Food, beverages, etc)
\$ _____ Food/Beverages	\$ _____ Miscellaneous
\$ _____ Miscellaneous	
\$ _____ TOTAL	\$ _____ TOTAL

Event Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Note: All cash and checks collected for an event shall be turned in to the club's Treasurer. Community Service donations collected shall also be submitted to the Treasurer. LVCA shall write all donation checks and any event reimbursement checks.