



RESIDENT EVENT PROPOSAL FORM

Use this form to share your idea for a class, event, or activity you would like to organize and lead. Submissions will be reviewed by the **Social/Activities Committee** for consideration and approval. Completed forms can be dropped off at the Community Management Office or emailed to: Shelly.Holland@associatedasset.com

TYPE OF EVENT: _____

Event Description

Please provide a clear and engaging description of your proposed event or activity. This is what will help the committee understand your idea. **Be sure to include:**

- What the event/activity is and what participants can expect to be doing
- The purpose or goal of the event (e.g., social, educational, fitness, etc.)
- Proposed date(s) and time(s) (including start and end times)
- Location (if known or preferred)
- Any materials or items participants should bring
- Whether advance registration or RSVP is required
- Maximum number of participants (if applicable)
- Cost to participants, if any
- Any special requirements (e.g., skill level, age group, physical activity level)
- Any setup or equipment needs

The more detail you provide, the easier it will be for the committee to review and support your idea.

Organizer Experience & Background

Please share any relevant experience, skills, or interests that will help you plan and lead this event or activity. No formal experience is required.

SUBMITTED BY: _____

DATE SUBMITTED: _____

EMAIL: _____

PHONE: _____