

EVENT APPROVAL FORM

Event Description

Details of the Event Itinerary (If Applicable)

Proposed by (Names)

(1) _____ (2) _____

Date of Outing

Departure location

Departure time

Return Time

Name of tour company (If Applicable)

Contact details

Name

Phone

Number of Passengers/Participants - Max

Min

-

Cost Per Person (Lowest)

Cost Per Person (Highest)

Deposit Required

Date Required

Leader Signature

Approval – Two Committee Members to Sign

Signature 1

Name

Signature 2

Name

Date Approved
