



Event approval Form

Event details:

Title	
Organiser	
Proposed date(s)	
Proposed venue	
Purpose	

Event financing:

		£
Budgeted income	From participant fees:	
	From sponsors or grants:	
	From County funds:	
	Total Income:	
Budgeted expenditure	Beforehand:	
	During the event:	
	Total:	
Maximum financial risk e.g. unrecoverable deposits or upfront costs.	Please identify:	
Advance sum required	Date:	

Please attach a detailed budget for any Event with anticipated income or expenditure in excess of £500.

Event Management:

Names of members of any organising team/committee:	
Name of Treasurer for the event and contact details:	

Approval :

Signed by Organiser:		Date
Approved by County Commissioner:		Date