Activity Proposal

NSW Branch Rover Council Ball 20XX

XX February 20XX

*INSERT QUERKY BI-LINE*

# Organising Committee (for non Crew run events)

The committee as it stands at the time of this tender is:

|  |  |  |
| --- | --- | --- |
| Insert Name Here | Crew goes here | Event Position goes here |

# Theme

Information regarding the theme that is being proposed goes here.

# Venue

Information regarding the venue that is being proposed goes here including costs.

Budget breakdown = $XX per person

# Accommodation

Information regarding the accommodation options for Ball goes here including costs.

Budget breakdown = $XX per person

# Transport

Information regarding the transport options for Ball goes here including costs. This is information as to how people may get to the event, and how people may get home (or organised accommodation).

# Entertainment

Information regarding the entertainment that is being proposed goes here including costs.

Budget breakdown = $XX per person

# Food

If a sample menu from the venue available, this information goes here along with associated costs.

Budget breakdown = $XX per person

# Drinks

Please provide details as to drinks packages available for this event along with associated costs

Budget breakdown = $XX per person

# BOAGIES – Bloody Outstanding Awards Given in Effort & Service

Please provide details regarding how you will be incorporating the “boagies” into the event and how these awards will be nominated for, voted on and what categories you may like to use.

# Promotion

Information regarding the promotional opportunities for Ball goes here. This should include major promotional activities that the organisers are planning to do.

# Timeline

This area is for an outline of what the timeline is for the ball. This should include reporting times and promotional opportunities. 2 samples below:

* **August 12** – Start Promotions for Ball
* **December 2** – Promotion at XX Event

# Anything Else / Miscellaneous

If there is anything else you would like to do at the Ball, that wouldn’t fall under one of the above categories, feel free to make comment in here. Otherwise, simply leave this area blank.

Budget breakdown = $XX per person

# Budget Breakdown

See Attached Excell Spreadsheet

# Conclusion

Final comment as to why the BRC should consider the above tender document for Ball