Activity Proposal

NSW Branch Rover Council Bushdance 20XX

XX June 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 |

# Venue / Location

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

Budget breakdown = $XX per person

# Entertainment

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

Budget breakdown = $XX per person

# Catering / Food

If catering options are being considered for attendees, this information goes here. Sample menu would also be great along with associated costs.

# Accommodation

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

Budget breakdown = $XX per person

# Promotion

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

# Timeline

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

* **December 12** – Start Promotions for Bushdance
* **February 2** – Promotion at XX Event

# Anything Else / Miscellaneous

If there is anything else you would like to do at the Bushdance, 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 Excel Spreadsheet

# Conclusion

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