



**TRAILMARK HOMEOWNERS ASSOCIATION**  
**PROPOSED SOCIAL / COMMUNITY EVENT**

- A. Event Name: \_\_\_\_\_
- B. Event Description:
- C. Goal/Need of the project:
- D. Proposed Event Date:
- E. Projected Budget:

Check if applies:	Planning Item:	Cost:	Who Funds? *	
<input type="checkbox"/>	Permit			
	a. Type (Littleton; SSPR; etc):			
	b. Cost:	\$		
<input type="checkbox"/>	Rental Costs:	\$		
	a.			
	b.			
	c.			
<input type="checkbox"/>	Marketing:			
	a. Signage:	\$		
	b. Website:	\$		
	c. Newsletter:	\$		
	d. Facebook	\$		
	e.	\$		
<input type="checkbox"/>	Sanitation	\$		
<input type="checkbox"/>	Safety	\$		
<input type="checkbox"/>	Parking	\$		
<input type="checkbox"/>	Clean-up	\$		
<input type="checkbox"/>	Other : (specify)	\$		
	a.			
	b.			
	c.			
	d.			
	TOTAL Projected:	\$		
* B = HOA Board; H = Social Committee; S = Sponsor				
★ Planning items not indicated above should be included in the event plan.				

F. Funding Source Total: (i.e., Social Budget; Sponsor, etc):

1.	HOA Board:	\$
2.	Social Committee:	\$
3.	Sponsor:	\$
	Total Cost:	\$

- G. Requestor's Name:
- H. Requestor's Contact Information: email: \_\_\_\_\_ phone: \_\_\_\_\_
- I. Requestor's residence status: Please check one:  TrailMark Resident  TrailMark Non-resident
- J. Sponsor's previous & current TrailMark volunteer activity.
- K. Please provide comprehensive event plans. For example, who will provide specific services? What is the event planning timeline? Attach additional pages, drawings, contracts, and other appropriate documents that clearly describe the event.

Please note: Solicitations/endorsements supporting the event and/or sponsor are not needed.

Event Plan: