



Social Event Form

We appreciate your support and look forward to your official, sanctioned TICOT Event.

Visit ticot.ca for more info.

Procedure – 4-6 weeks preparation is needed to set up an official, sanctioned TICOT Event:

- Fill out the form completely and signed by all parties. (or use online submission form)
- Turn the original into the Social Convenor by hand or by email - socialconvenor@ticot.ca - keep copy for your files.
- Our Social Convenor will present your event proposal to the Executive at their next meeting for approval - the Exec only meets once monthly.
- An Approved Copy will be returned to the Event Producer - Hard copy by hand or by email.

Event Advertising:

- All advertising for your event must be approved by the Social Convenor - Hard copy by hand or by email to - socialconvenor@ticot.ca, all advertising must have our logo and our charities logos visible.

Event Name:			
Event Date:		Start Time:	
Venue Name & Location:		End Time:	
Description of Event:			
TICOT to supply:			
Hosts:			
Producer to supply:			
Venue to supply:			
Additional Notes:			

Use back of the form to offer more detail as needed

<u>Please Print</u>	<u>Event Producer</u>	<u>Venue Representative</u>	<u>TICOT Representative</u>
Full Name:			
Phone / Email:			
Date:			
Signature:			

----- For Executive Use Only -----

Received Date	Approved/Rejected	Date	Exec. Member(s) assigned to Event

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