*We welcome all homeowner ideas for events that will create an*

*opportunity to build community!*

**Please complete this form and email to** [**hhhoajocelyn@gmail.com**](mailto:hhhoajocelyn@gmail.com)

# RESIDENT INFO

YOUR NAME:

YOUR EMAIL:

ARE YOU WILLING TO BE THE ‘TEAM LEAD’ (ORGANIZE AND EXECUTE) THIS EVENT?:

\_\_\_\_Yes

\_\_\_\_No

# EVENT GENERAL INFO

EVENT NAME:

DATE:

TIME:

LOCATION:

# DESCRIPTION/PURPOSE

# PROPOSED PROGRAM

# ATTENDANCE (Anticipated)

# PROPOSED BUDGET (Please provide as much detail as possible and include registration fee, HOA cost, HOA cost per attendee, vendor minimum requirements and plan if” minimum” is not reached)

# OTHER INFO OR NEEDS

Rain Out plans (*if applicable*):

*Thank you for submitting your event!*

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Review Section #1 – To be completed by the Community Events Committee**

| **Question** | **Yes/No**  **Y or N** | **Other info or comments** |
| --- | --- | --- |
| Does the event have a planner that is taking responsibility for the event? |  |  |
| Does the event build community and enhance residents’ quality of life? |  |  |
| Is the event for the entire community?  (not specific group) |  |  |
| Is the cost that the HOA will be covering less than $37 per participating Heritage Hills address? |  |  |
| Will there be a registration fee? |  |  |
| Is anticipated attendance over 40 homes? (6% of Heritage Hills homes) |  |  |
| Could the event be held without HOA funding? |  |  |

Notes:

Events Committee Approved: \_\_\_\_ Yes \_\_\_\_ No

Events Coordinator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Section #2 – To be completed by the HOA Board**

| **Question** | **Yes/No**  **Y or N** | **Other info or comments** |
| --- | --- | --- |
| Does the event have a planner that is taking responsibility for the event. |  |  |
| Does event build community and enhance residents’ quality of life |  |  |
| Is event for entire community (not specific group) |  |  |
| Is HOA cost less than $37 per participating Heritage Hills address? |  |  |
| Will there be a registration fee |  |  |
| Is anticipated attendance over 40 homes (6% of Heritage Hills homes) |  |  |
| Could event be held without HOA funding |  |  |

Notes:

Board Approved: \_\_\_\_ Yes \_\_\_\_ No

Board Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Approval includes the Board authorizing the following individual to sign contracts for the event as long as the contract does not commit the HOA to paying more than the approved budget for the event.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name of individual authorized to sign event contracts)*

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***