



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2019
PROJECT PROPOSAL TITLE:	HOST USDBF AGM - Philly or DC
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:

- Submit proposal to host the 2019 USDBF AGM in ERDBA

DESCRIPTION - (The WHAT) describe the project and scope:

- Secure a room and provide breakfast and lunch refreshments for all attendees

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:

- Provide opportunities for members to sit in on an USDBF meeting.

REQUIREMENTS - (The NEED) list support needed to initiate and complete project:

- Secure a room with seating for 20-30, access to free wifi and electricity

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: ZERO

EXPENSES - estimated expenses, costs:

- \$1,150 for room (approx \$400), refreshments and copies (approx 25 x \$30)

NET ANNUAL BUDGET IMPACT TO ERDBA - estimated: capped at \$1,150

Project Details / Logistics

SITE - Project Location:

- TBD in Philly or The WHARF at Washington DC

EQUIPMENT REQUIRED:

- Access to a room with seating for 20-30, access to free wifi and electricity

DATE(s) (please try not to conflict with area member events):

- February 23, 2019

Other Comments: If approved, the officers will work to schedule a day of training on 2/24/19 at the same location.

Passes 11/3/18
Ellen Law 11/3/18
Sam Lewis 11/3/18
Leg Over 11/3/18

Director name/date: *34 10 4* Confirmed by Exec Officers: _____

Circle Vote: Yes No Abstain Reason for "No" vote: _____ Ver 10.11.16