



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017
PROJECT PROPOSAL TITLE:	ERDBA Fall Meeting (This is a budget placeholder/backup in case no other facility is secured)
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

ACTION – (The HOW) describe how to get this done:
Rent Lake Parsippany club house and secure lunch to host the ERDBA Fall Board of Director Meeting
DESCRIPTION – (The WHAT) describe the project and scope:
Support the ERDBA fall BOD meeting
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
Provide a meeting location
REQUIREMENTS – (The NEED) list support needed to initiate and complete project:
Reserve and Send in completed contract with facility rental fee prior to Nov 1, 2017.

Operational Budget

REVENUE – estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
No fee to approx. 40-50 attendees representing directors and supporters
EXPENSES – estimated expenses, costs:
\$300 facility rental (noon-5PM), Lunch sandwiches \$250, Coffee/munchies (provided by NJDBC)
NET BUDGET IMPACT TO ERDBA - estimated:
\$550 expense

Project Details / Logistics

SITE – Project Location:
701 Lake Shore Drive, Parsippany, NJ
EQUIPMENT REQUIRED:
speaker phone capability required to handle call-ins
DATE(s) (please try not to conflict with area member events):
Nov 11, 2017
Other Comments: