



## Project Proposal / Request Form

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

### About this project

<b>ACTION – (The HOW) describe how to get this done:</b>
Rent Lake Parsippany club house and secure lunch to host the ERDBA Spring Board of Director Meeting
<b>DESCRIPTION – (The WHAT) describe the project and scope:</b>
Support the ERDBA fall BOD meeting
<b>BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:</b>
Provide a meeting location
<b>REQUIREMENTS – (The NEED) list support needed to initiate and complete project:</b>
Reserve and Send in completed contract with facility rental fee prior to April 15, 2017.

### Operational Budget

<b>REVENUE – estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:</b>
No fee to approx. 40-50 attendees representing directors and supporters
<b>EXPENSES – estimated expenses, costs:</b>
\$300 facility rental (noon-5PM), Lunch sandwiches \$300, Coffee/munchies (provided by NJDBC)
<b>NET BUDGET IMPACT TO ERDBA - estimated:</b>
\$600 expense

### Project Details / Logistics

<b>SITE – Project Location:</b>
701 Lake Shore Drive, Parsippany, NJ
<b>EQUIPMENT REQUIRED:</b>
speaker phone capability required to handle call-ins
<b>DATE(s) (please try not to conflict with area member events):</b>
March 25, or April 1 or April 8, 2017
<b>Other Comments:</b>