

## Fort Liberty FMWR Special Events Proposal Worksheet

*Thank you for your interest in bringing a special event to our Soldiers and Families at Fort Liberty. Upon completion of the proposal worksheet the Fort Liberty Special Events team will evaluate the proposal and determine if it is a good fit for the Fort Liberty Community.*

### **Contact Information:**

Organization/Entertainer Name:

POC Name:

POC Phone:

POC Email:

Organization/Entertainer Website:

### **Event Information:**

Event Name:

Event Date: *(Please provide specific date options, month(s) preference, or weekday/weekend preference, etc)*

Event Time: *(Please provide specific timeframe, estimated total event hours, or daytime/evening preference, etc)*

Location/Venue: *(Please provide specific venue suggestions, or general venue requirements, indoors/outdoors, etc.)*

Event Participants: *(If more than one organization, entertainer, vendor, etc )*

Target Audience: *(Families, Soldiers, General Public, etc.)*

Admission: *(Do you anticipate this being a free event or have a cost involved; are Tickets needed, etc. )*

Overall Event Description:

Sequence of Events:

How will this event benefit Soldiers and Families on Fort Liberty?

**Media Plan:** *(How do you anticipate marketing the event and what specific types of media – print, electronic, radio, etc.)*

**Event Responsibilities:**

In order to execute this event, what elements do you anticipate needing Fort Liberty to provide and what elements do you anticipate providing *(Stage, Sound, Lighting, Vendors, Security, Staff, Marketing, etc)*

Fort Liberty:

Your Organization/Entertainer:

**Financial Data:** Please submit a projected budget, reflecting income and expense streams, and estimated number of tickets sold & ticket prices (if applicable).

**Due to the financial climate at Fort Liberty, NC, MWR is likely unable to provide support for any cost associated with the event. Depending on the event type and venue needed MWR can provide some support at no cost. These details would be discussed once all information in regards to the event have been received.**

*Reply to:  
IMBG-MWR  
Directorate of Family and MWR  
Attn: Recreation Division – Special Events  
P.O. Box 70059  
Fort Liberty, NC 28310-5000*