

# ALBERHILL RANCH HOA EVENTS SUGGESTION FORM

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

submit completed forms to: [alberhill\\_events@outlook.com](mailto:alberhill_events@outlook.com)

Event Name		Event Sponsor	
Event Type (1 time or reoccurring)		If reoccurring – how often	
Estimated Start Date		Estimated End Date	
Committee Approval/Denial		Approval/Denial Date	

**EVENT DESCRIPTION:** (GIVE A BRIEF DESCRIPTION OF THE EVENT)

**EVENT TASKS:** (LIST THE SPECIFIC TASKS THAT NEED TO BE ACCOMPLISHED FOR THE EVENT)

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## Required Staff/Helpers

*(briefly describe the number and type of people you think will be required to hold a successful event)*

## Security Required?

*Yes or no and if yes, for how long*

## Estimated Cost

*Give you best estimate of the overall cost for this event and list the major cost items*