# Request Details (*fill out greyed out column*)

|  |  |
| --- | --- |
| **Event Name** |  |
| **Member Name** |  |
| **Meeting/Discussion Date** |  |
| **Primary contact for event** |  |

# Internal Questionnaire

## Event Request Details (*fill out greyed out column*)

|  |  |
| --- | --- |
| *QUESTIONS* | *DOCUMENT DETAILS* |
| Discuss details of the event |  |
| Date or timeframe of event |  |
| Location of event |  |
| Estimated cost of event |  |
| Estimated revenue of the event |  |
| Frequency of the event (one time, monthly, annualy, going forward) |  |
| Estimated amount of people |  |
| Licenses or contracts required? |  |
| Has this event been done before or similar to an existing event? |  |
| Principal approval? |  |
| Other groups to be involved? |  |

## *umns*)

## Next steps:

|  |
| --- |
| *Document here the agreed upon actions to be taken by the requestor, FTC Committee, and FTC members. Include a list of responsibilities or items that FTC members will need to sign up for.* |