

Workshop Proposal Form (rev. 3)						
Name:			Official Use:			
Workshop Title:			Officer Approval		Approval Date:	
Email:			Workshop Date 1		Material Costs Covered Date 1	
Date:			Workshop Date 2		Material Costs Covered Date 2	
Est # Participants			Contingency Plan Needed	Yes / No	Contingency Plan Honored by Requestor	Yes / No
Proposed Workshop Dates:	date 1	date 2	Contiingency Amount Collected		Date Collected	
Proposed Participant Fee			Workshop Fee Charged		Workshop Posted on Meetup/Calendar/FB/ Twitter/ Instagram	M / Cal / FB / Tw / Insta / Other
Course Description and Requirements or Pre-requisites						
Contingency Plan Details and Additional Comments						
Item Name	Unit	Unit Price	Qty	Subtotal	Vendor Link	Received
Total						
Official Use Only						
Amount Received from Vendor						
Date:						
Signed Off by:						