



Wyoming State Quilt Guild REGIONAL HAPPENING Request Form

This form is to be submitted to the Regional Director for the region in which the event is to be held. The Regional Director will review and submit to the WSQG Board of Directors for approval or denial.

Name of person or group making request: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

EMAIL: _____ TELEPHONE: _____

Event Name: _____

Location: _____

Date(s): _____

Amount Requested: \$_____ Anticipated Attendance: _____

Please write a short description of the event and indicate why you are requesting to be recognized by WSQG:

PLEASE NOTE: Funds **CAN** be used for teacher fees, facility costs, advertising, postage and supplies to announce and confirm registration for the event. Funds **CANNOT** be used for door prizes, food or gifts or other supplies given to participants such as scissors, irons, other sewing notions. **WSQG funds CANNOT be used to sponsor "for-profit" events.**

IMPORTANT: If approved, a brief written report accompanied by receipts must be submitted to the WSQG Treasurer through the region's director, within 60 days of event completion. Remaining funds not supported by receipts must be returned to the WSQG Treasurer within 60 days of event completion.

Please read and sign below: I understand that WSQG is **NOT** responsible for injury or loss during the event. WSQG Insurance **WILL NOT** cover injury or loss related to this event. WSQG assumes **NO** responsibility for quilts or property used or displayed during a Regional Event.

Signed: _____ Date: _____

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For use by WSQG

Approved: Yes _____ No _____

Comments: _____

See Regional Happening Guidelines for guidelines and Standing Rules for Event Descriptions.