



Wyoming State Quilt Guild REGIONAL EVENT 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 REQUESTING MEMBER: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

EMAIL: _____ TELEPHONE: _____

EVENT NAME: _____

LOCATION: _____

DATES(S): _____

AMOUNT REQUESTED: \$ _____

ANTICIPATED ATTENDANCE: _____

Please write a brief 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 or other sewing notions. Funds **CANNOT** be used to sponsor for-profit events.

Payment may be made directly to a facility or a teacher by making arrangements with the WSQG Treasurer. If funds are refunded due to event cancellation, funds must be returned to the WSQG Treasurer.

IMPORTANT: This is a WSQG event and subject to all the rules and income and expense reporting requirements to keep WSQG in compliance with 501(c)(3) regulations. If approved, a report accompanied by receipts must be submitted to the WSQG Treasurer through the region's director, within 60 days of event completion. Expenses not supported by receipts will not be funded by WSQG.

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 WSQG Standing Rules for detailed rules.