

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 review.

REQUESTING MEMBER: _____

CONTACT PERSON (if different from requestor): _____

MAILING ADDRESS: _____

EMAIL: _____ TELEPHONE: _____

EVENT NAME: _____

LOCATION: _____

DATE(S): _____ ANTICIPATED ATTENDANCE: _____

AMOUNT REQUESTED: \$ _____

Please write a brief description of the event:

PLEASE NOTE: Funds **CAN** be used for teacher fees, facility costs, advertising, postage and supplies to announce and confirm registration for the event.

REMINDER: WSQG members in the region must be invited first, next, non-members in the region and then the invitation can be extended outside of that region.

Funds **CANNOT** be used for door prizes, food or gifts or other supplies given to participants such as scissors, irons, ironing boards 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 30 days of event completion. Expenses not supported by receipts will not be funded by WSQG.

INSURANCE: I understand that WSQG is **NOT** responsible for property loss during the event. WSQG assumes **NO** responsibility for quilts or property used or displayed during a Regional Event. If venue requires proof of liability insurance, the WSQG Treasurer can provide this upon request.

Signature: _____ Date: _____

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For use by WSQG

Approved: Yes _____ No _____

Comments: _____

See WSQG Standing Rules for more details.