

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: \$ _____
(\$0.00 if funding is not 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.

An event that has not been approved by the Board cannot be advertised as a WSQG event. If a member wishes to hold an event that is to be considered a WSQG event but is not requesting funds, the existing application form is to be used, indicating no funds are being requested. If an event is approved by the Board, it may be considered to be a WSQG event. Such event must follow all the rules for funded events, including advertising to regional members first and reporting on income and expenditures, indicating there is not a profit.

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.