**Special Event
General Information Template**

**The Purpose of the NA Activities Committee**To organize and host events for NA members. Providing a safe environment for NA members to participate in fellowship with friends and family. Encourage the spirit and growth of NA unity all while fulfilling NA’s primary purpose.

**What is this template used for?**
Are you looking to organize a special event for the Ottawa NA community? This template will help you bring together some general information about your proposed event. The details of your proposed event are not required to be firmly decided on at this point but will act as a starting point for the Ottawa NA Activities Committee to better understand your idea.

**Submitting your completed document**
Please email your completed copy to your activities.chair@ottawana.org

***Please complete the following to the best of your knowledge:***

| **Your name &contact information** |  |
| --- | --- |
| **Brief description of your event**(1-2 sentence max) |  |
| 1. **Is this event being hosted by an Ottawa NA Meeting/home-group?** (If so, which group)
2. **Do you have enough volunteers ready to support this event?** (If not, that’s ok, the Activities Committee is here to help!)
 |  |
| **Date of Event** |  |
| **Location of Event**(has a location been secured?) |  |
| **Do you or someone from your team have the \*3-year clean-time requirement to handle NA money?**\* As recommended by NA World *If not, that’s ok! Your proposal will still be considered.* |  |
| **Are you requesting financial support?** If you are requesting $, it’s required to complete the ‘Estimated Budget’ template. (See page 3) |  |
| **Any other relevant event details?**  |  |
| **Do you need support planning & organizing this event?** | **Y/N** |

 **\***Budget Template is on the next page (page 3)

**Estimated Budget – TEMPLATE**

| ***Estimated* Event Expenses**  |
| --- |
| **Item***(examples)* | **Details**  | **Amount** |
| Location rental cost |  | $ |
| Groceries/food supplies |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **TOTAL COST of event**  | $ |
| **Additional Financial Details:** |