

Coppell Village Event Proposal Form

First Name: _____

Last Name: _____

Phone Number: _____

Email: _____

Event Title: _____

☐ Online Only ☐ In Person Only ☐ Hybrid

Is this a recurring event?: ☐ Yes ☐ No

Proposed Date/s: _____

Proposed Start Time: _____

Proposed Location: _____

Proposed End Time: _____

Fee: _____

Registration Limit: _____

Waitlist: ☐ Yes ☐ No

Event Description:

Supplies to be provided by The Village:

Other supplies needed:

Please provide all applicable information:

Activities: _____

Food: _____

Special information to be collected at registration:

Registration Required? ☐ Yes ☐ No

Are non-members allowed? ☐ Yes ☐ No

Members Only: ☐ Yes ☐ No

Guest Limit: _____

Attendance Limited to Specific Groups/Members? ☐ Yes ☐ No

Groups/Members to be invited:

Sponsor 1 Info (if applicable):

Company: _____

Contact Name: _____

Contact Info: _____

Title: _____

What are they providing?:

Sponsor 2 Info (if applicable):

Company: _____

Contact Name: _____

Contact Info: _____

Title: _____

What are they providing?:

