

**BayFM Community Radio Inc.
OUTSIDE BROADCAST PROPOSAL FORM**

All pages of this Outside Broadcast Proposal must be completed and approved by Management Committee before any action can be taken in conjunction with or on behalf of Bay FM Community Radio Inc.

Applications are required at least 6 weeks prior to proposed event date.

SUBMISSION DATE	
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EVENT	
Event Proposed Name	
Proposed Date(s)	
Event Concept	

VENUE	
Venue Name	
Venue Address	
Venue Contact Person	
Contact Details	
Venue Cost(s)	
Confirmed/Details	

TIME(S)	
Event Hours	
Doors Open	
Doors Close	
First performance	

PARTNERS	
Names of Partner(s)	
Contact Details	
Arrangements	

PROFIT/INSURANCE	
Profit Distribution Arrangements	
BayFM Insurance for Volunteers checked	
Event Insurance to cover BayFM	

ARTIST DETAILS	COST DETAILS	CONFIRMED DETAILS

TICKETING	
Entry Cost(s)	
Ticket Sales in Advance	
Ticket Sales at Door	
Commission to be Paid	

ALCOHOL	
Alcohol or Alcohol Free	
Alcohol License ?	
Temporary License	
Details of License	
RSA staff needed?	

SMOKING	
Event Smoke Free?	
Dance area smokefree	

Why do you think this is a good OUTSIDE BROADCAST for Bay FM?
Who is the target audience?
How do you propose to market it?

PRE-EVENT COSTS	
Who will cover this?	
Pre-event costs	
Petty cash needed	
Door float needed	

The event organiser agrees to provide a written report within 2 weeks of the event to the Management Committee summarising the outcomes and future planning suggestions.

SUBMITTED BY	
CONTACT DETAILS	
APPROVED BY	
NOTES	