



VW EVENTS

Event Request Form

Name: _____

Company ☐

Person ☐

Club ☐

Government ☐

EVENT INFORMATION

Event: _____ Date(s): _____

Location: _____

Description: _____

Who will be invited? _____

Is This One- Day Event? Yes ☐ No (Check One) ☐

If No, please Mention How Many Days the event will be _____

Is This Out- Door Event? Yes ☐ No (Check One) ☐

If No, please Mention the venue where the event will be _____

CONTACT INFORMATION

Requestor Name: _____

Email: _____

Telephone: _____

Address: _____

City: _____

Supervising Advisor(s) who will be present throughout the event: _____

Supervising Advisor's Telephone Number(s): (Number(s) available during the event) _____



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Information Worksheet

Key points include:

1. An Event Request Form (ERF) must be completed and approved before an event be publish.
2. ERFs must be submit no later than three (3) weeks in advance of the proposed event, whenever it's Support& sponsoring, party, Parade or graduation.
3. ERFs must be submit no later than three (3) Months in advance of the proposed event, whenever it is marketing, event organizing, motor show or wedding

Who shall retain a copy of the completed ERF?

Who signs the ERF should be given a copy of the completed ERF _____

Request Event...

Support & Sponsoring

- ☐ Support Big & Small Businesses
- ☐ Support Ultimate Calendar: Awareness Months, days (National & International)
- ☐ Support other event's

Marketing

- ☐ Real Estate Marketing
- ☐ Business Marketing

Events Organizing

- ☐ - Automotive show & Gatherings (Road & Off- Road)
- ☐ - Automotive competitions:
- ☐ 1- Custom & Modified competitions (Cars, Motorcycle, UTV & Quads)
- ☐ 2- Live motor sports challenges (Sport drift, Drag race, off-road obstacles, free-style drift, stunt driving)

Parties

- | | | | | |
|---|------------------|--------------------------|--------------------|--------------------------|
| Weddings | Wedding Party | <input type="checkbox"/> | Wedding Parade | <input type="checkbox"/> |
| Graduations | Graduation Party | <input type="checkbox"/> | Graduation Parade | <input type="checkbox"/> |
| Birthdays | Birthday Party | <input type="checkbox"/> | Birthday Surprises | <input type="checkbox"/> |
| Surprise Parties & Special Occasions (Mention the party occasion) | | <input type="checkbox"/> | | |