

R-Ranch in the MountainsSM
R-Ranch Internal Event Request Form

Please fill out top portion, sign and submit a hard copy to Macie or send a digital copy to macie@rranch.com

Owner or Committee Name: _____

Date Requested: _____

Contact Information: Phone: _____

Email: _____

Event Concept/Description: _____

Type of Event: _____

Fundraiser: _____

Y N

Open to Public _____

Y N

Requested Event Date/s: _____

Requested Event Time/s: _____

Tentative numbers of Attendees: _____

Support Requirements: _____

Qty

Staff Needed: _____

Tables: _____

Chairs: _____

Dumpsters/Cans: _____

Vehicle Support: _____

Y N

Vehicle Type: _____

Driver Support: _____

Y N

Signage needs: _____

Trash Disposal Plan: _____

ATM Requirement: _____

Additional support not listed requests: _____

Marketing Plan: (Social media, flyers, internal/external) _____

Funding if Needed: (Requested amount) _____

Requested R-Ranch Facilities to be used: (ie Lodge, Pavillion, Dog Park, etc.) _____

Concept Sketch as Needed

Approval

Anthony Fritchle
Executive Director

Y N