**RONALD REAGAN-PALISADES POST 283**

**REQUEST FOR APPROVAL OF EVENTS OR ACTIVITY BY,**

**UNDER THE NAME OF OR INCLUDING THE POST NAME**

**EVENT POLICY**

It is the Policy of this Post that neither the Post name, Ronald Reagan-Palisades Post 283, nor any abbreviation, derivation or variation of the name or logo may be used by any party for, or in connection with, any event or activity, directly or indirectly, without prior approval of the Post Executive Committee. To assist implementation of this policy, the following form must be completed by the requesting party and submitted to the Committee.

**See Attached Form**

**RONALD REAGAN-PALISADES POST 283**

**REQUEST FOR APPROVAL OF EVENTS OR ACTIVITY BY ,UNDER THE NAME OF OR INCLUDING THE POST NAME**

**EVENT**

**REQUEST FORM**

For an event or activity to be sponsored by or under the name of or including the name of the Post the following information must be presented to the Executive Committee for its consideration prior to its approval of the event or activity:

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Purpose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Post Member in Charge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. When:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Who will be participants:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Post Financial Support:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. If Post Member Cost, Describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Other Post Participation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. If There will be Public Publicity, Participation, Notice, describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Why/Expected Post Benefit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Insurance Requirements:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Potential Liability Exposure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**EXAMPLE ON FILLING OUT FORM**

1. Name:

[e.g. Post 283 Riding Club

 or

Celebration of 50th Anniversary of Vietnam War]

1. Purpose

[e.g. Provide Post members and guests opportunity to ride horses

 or

Memorialize the Sacrifice of America’s fighting men and women]

1. Post Member in Charge

[Andre Andrews

 or

Ted Howells]

1. When

[Continuing on a basis where members can make reservations to ride

 or

November 11, 2018]

1. Where

[--Riding Stables, -- Ave, St Louis Mo

 or

Bel Air Country Club]

1. Who will be participants

[Post members and guests

 or

Post members and guests, Club members and interested public]

1. Post Financial Support

[$ -- Annual cost, payable

 $ -- monthly for maintenance

 $ -- on a per use basis

 etc

 or

$ -- One Time Start up Costs {detail}]

1. If Post Member Cost, Describe

[$ -- per ride

 or

$100 per person]

1. Other Post Participation

[Monthly notices in Post Bulletin

 or

Mailing to Post members, plus regular notices of upcoming event]

1. If There will be Public Publicity, Participation, Notice, describe

[Unlikely

 or

No planned or anticipated]

1. Why/Expected Post Benefit

[Help veterans mental health, provide physical exercise, etc

 or

Recognize Post members, Americanism]

1. Insurance Requirements:

[Rider to Post General Insurance

 or

None]

1. Potential Liability Exposure:

[Post could be sued for rider injury; riders will be required to sign waiver

 or

Covered by Post General Liability Policy]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date