



Project/Event Request Form

This form must be completed anytime the STEPS name and/or logo are being used.

Project/Event Title: _____

Date of Project/Event: _____

Location of Project/Event: _____

Adult Leader: _____ **E-mail:** _____

Adult Leader: _____ **E-mail:** _____

Youth Leader: _____ **E-mail:** _____

Youth Leader: _____ **E-mail:** _____

Project/Event Description (use back of this sheet for additional space): _____

Cost for Project/Event: \$ _____ **Plan to pay:** _____

Does this Project/Event require proof of insurance? YES NO

Does this Project/Event require board member participation? YES NO

Do all youth involved have signed permission forms? YES NO

Does this Project/Event require a press release? YES NO

- | | |
|--|---|
| <input type="checkbox"/> Record-Journal | <input type="checkbox"/> STEPS Website |
| <input type="checkbox"/> Southington Patch | <input type="checkbox"/> MAPS Press |
| <input type="checkbox"/> Observer | |
| <input type="checkbox"/> Step Saver | <input type="checkbox"/> Hartford Courant |
| <input type="checkbox"/> The Citizen | <input type="checkbox"/> Other? _____ |

***Who will send pictures to southingtonSTEPS@gmail.com of the event/project?** _____

This Project/Event form must be submitted for approval to STEPS at least 3 weeks prior to the start of the Project/Event date. Please note the adult leader(s) listed above is responsible for carrying out all details of the Project/Event.

Requested By: _____ **Date:** _____

First Approval By: _____ **Date:** _____

Staff Approval By: _____ **Date:** _____