



ST. CROIX YACHT CLUB

5100 Teague Bay, Christiansted, St. Croix
U.S. Virgin Islands 00820-4583
www.stcroixyc.com

Event Proposal Form

The Event Proposal Process:

In order to determine whether your proposed event can be scheduled at SCYC, please complete the Event/Program Proposal Form. Applications should be submitted no less than one month prior to actual event date. All Event/Program Proposal forms are reviewed by SCYC Staff and Executive Committee. Submission of application does not guarantee approval of proposed event.

Contact Information

Business/Organization: _____

Designated Event Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Mobile: _____

Email: _____ Website: _____

Event Name: _____

Event Description (please include event purpose/objectives, entertainment elements, as well as a tentative outline of the schedule of events): _____

How will this event benefit SCYC and its Membership: _____

Proposed Date(s): _____

Setup Start Time: _____ Cleanup End Time: _____

Event Start Time: _____ Event End Time: _____

Estimated Attendance: _____

Description of Attendees: _____

Check all that apply:

Free to Public Free to Membership By Invitation Only Fee

Please describe any event fees that apply: _____

Staffing:

Will SCYC staff be expected to fulfill specific roles, please explain in detail: _____

Who will be responsible for:

Event setup _____

Event Implementation/Presentation _____

Event Cleanup _____

Any post event cleanup done by SCYC staff will be billed for.

Equipment:

What SCYC equipment (if any) will be needed to support this event, please list items individually and include proposed usage details. _____

Will any non-SCYC equipment (if any) be needed to support this event, please list items individually and include supplier and proposed usage details.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Please submit the Event/Program Proposal Form to:

Manager@StCroixYC.com

St.Croix Yacht Club

5100 Teague Bay

C'sted, St. Croix 00820