

# EVENT REQUEST - GVWG

This Event Request form is for use by Guilds in the BC Woodcrafters Association for short notice of an Event that needs Executive approval to be a Guild Sanctioned Event for Liability Insurance.

The Event Request is completed by the Event organizer and submitted to the Executive or authorized representative for their approval to make the Event a Guild Sanctioned Event that will provide Liability Insurance for the Guild members involved.

## The Event

List what the Event is. ( A Farmers Market, Mall showing, Trade Show, Woodturning Demo )

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## Details of Participation

Are you or your group paying for a space at this event? Yes\_\_\_\_ No\_\_\_\_

Will you have items available for sale on site? Yes\_\_\_\_ No\_\_\_\_

Will your event include the use or demonstration of turning on a lathe? Yes\_\_\_\_ No\_\_\_\_

Will your event include the use of other power tools? Yes\_\_\_\_ No\_\_\_\_

When will the Event take place?

Date: \_\_\_\_\_

Place or location: \_\_\_\_\_

Time: \_\_\_\_\_

**Event Organizer** Be sure to date your request as this can be used to support a claim.

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Executive** This is for whomever receives the Event Request on behalf of the Executive.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Executive meeting date: \_\_\_\_\_

If approved, add this Request to the minutes or have the minutes refer to this Request on file.

## **Conditions of approval:**

- \_\_\_\_\_ Use plexiglass safety screen(s)
- \_\_\_\_\_ Display Guild Banner & meeting invitation cards
- \_\_\_\_\_ Wear Guild name badges
- \_\_\_\_\_ Provide photography of display for Newsletter
- \_\_\_\_\_ Prepare an article on this event for the Newsletter
- \_\_\_\_\_ Demonstrations must only be done by accredited demonstrators