# Sade Styles… Special Event Proposal

Thank you for your interest in planning an event at Sade Styles: Beauty Supply & Braid Lounge. We appreciate the effort to market yourself and your business and we want to help however we can. Please fill out the form below to give us an idea of what type of event you are planning. We will review it and decide whether the event is approved as is or will need input to ensure it is as successful as it can be. If you have any questions, please contact Sade Miller [sadestylesnatural@gmail.com](mailto:sadestylesnatural@gmail.com) and Kathy Brown [kathy.sadestylesnatural@gmail.com](mailto:kathy.sadestylesnatural@gmail.com)

| Event Title |  | | |
| --- | --- | --- | --- |
| Coordinators Name |  | | |
| E-mail |  | | |
| Phone Number | ( ) |  | - |
| Collaborators Name |  | | |
| Date of Event (& hours) |  | Type of Event |  |

1. Please describe your event, including any activities you plan on having (i.e. Dinner, live music, dancing, a show, an auction, a raffle).

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1. What is the purpose of the event?

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1. How many people do you expect to attend the event?

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1. If you are collaborating with another business, please explain their role in the event. (include their Instagram handle)

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1. What efforts will you be taking to market the event? (i.e. physical flyers, social media promotion, ads, billboards, street signage, etc.)

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1. Is this an open or private invite event?

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1. How will guests register for this event? (RSVP(free) or ticket($$) link, email RSVP only, via text, no RSVP (i.e. open invite))

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1. Event set-up: Will your event include tables, chairs, cocktail tables, balloons, signage, etc.)

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1. Will your event include any food catering? (if so, what type of food do you plan to have)

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1. Do you plan to serve alcohol? (If so, please note selling alcohol is permitted, alcohol can only be complimentary served, being that the establishment does not carry any alcohol permits)

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1. **What do you need from us? (i.e. set-up assistance, promotion, assistance with creating a RSVP/ticket link, digital flier artist, photographer/videographer, event supplies, and bartending/food catering vendor contacts)**

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1. Do you plan to solicit for small business vendor applications to participate at your event, to sell to your audience (If so, how many vendors do you plan to have, and what type of business do you plan to accept? [Alcohol, Marijuana and CBD vendors can not be accepted]

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1. Do you plan to perform services during your event? (If so, will they be complimentary, discounted rate or regular price)

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1. Please provide any other relevant information about the event.

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I agree that I will not move forward with event plans without their first consenting to the event. Additionally, I certify that the event will be as described with any significant changes being approved by Sade Miller & Kathy Brown. I understand that this event serves as a marketing initiative to promote your brand and services.

| Signature |  | Printed Name |  |
| --- | --- | --- | --- |

| Date of Submission |  |  |  |
| --- | --- | --- | --- |

| Event Approval Date |  | **Owner Use Only** |  |
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*Notes/Suggestions for proposed event:*