



## Event Proposal Form

The Mediators Beyond Borders International—Los Angeles Regional Group (MBBI—LA) welcomes proposals from members that address the MBBI and MBBI—LA Regional Group stated vision and mission. Proposals may be for events that occur once, are ongoing, solo ventures, or in partnership with other local groups. Please complete the return this form to [losangeles@mediatorsbeyondborders.org](mailto:losangeles@mediatorsbeyondborders.org).

Approval of the MBBI—LA Leadership Team is necessary to receive full support. The MBBI—LA Leadership Team will contact you within a month of your proposal submission to inform you of your proposal statues. Should your proposal receive approval, an event contract will follow up with you regarding further steps.

### Basic Information:

Event team representative:

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Contact email and phone number:

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Event team members and contact numbers:

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Are you a current MBBI—LA member (dues paid and up to date)? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Proposal submission Date: \_\_\_\_\_

Event's date and time (must be at least 5 months from submission date): \_\_\_\_\_

**Event Outline**

Event Name:

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What is the purpose of this event?

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Is this proposal a part of a larger event? Location:

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Other than Team members, who will participate in this event?

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How many participants do you expect?

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How will participants benefit from this event?

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**Event Management**

Primary event contact:

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Event Leadership (list all participants involved in planning and their roles):

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What is your current budget?

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What is the projected budget needed?

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Budget Breakdown

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What other non-currency resources so you require?

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What other partnerships are you seeking?

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How will you raise needed funds?

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