



**Internal Request Form – Event Proposal**  
**Islamic Centre of Canada (ICC)**

Events proposed at ICC require a request in writing. The following proposal information is required for consideration of a request for approval.

**1. APPLICANT INFORMATION**

Name of Applicant:	
Name of the group / organization:	
Phone number:	Email address:

**2. PROPOSAL INFORMATION**

**Note: All programs must be open for all community members in the target group to participate.**

Event name:	Location:
Proposal submission date:	
Purpose of the event:	
Event dates/days and start/end time on each day:	
Participants or target audience:	
Total cost (Provide details):	
Expected revenue:	

Any other information:
Additional logistical Support Requested:
Expected benefits, describe what they will be, if any:
Potential loss of opportunity/benefits if the event is not held:
Summary of the previously held event of this type with dates, costs, benefits and general impact:

**3. REVIEWING INFORMATION:**

Reviewed By:	Approved By:
Approval Date:	
Conditions:	
I agree to abide by these conditions: <input type="checkbox"/>	
Applicant Signature:	Date:

**For Office Use Only**

Received by:	Date Received:
	Form Updated: 7/12/2018