Permissions are to be obtained at least a month prior to event. In rare circumstances, permissions may be granted up to two weeks prior to an event. Only one form is necessary for reoccurring events so long as the same planning process is followed.

*I have:*

Y / N Attached an event flyer with a KMC logo

Y / N Attached a detailed event budget

Y / N Attached the funding line item(s) in an approved budget for my event

Y / N Attached a motion sheet if my event required Board approval (over $2,500)

Y / N Confirmed the location and time and does not overlap with other KMC event

*I will:*

Y / N Obtain insurance coverage for KMC event (or attach insurance of collaborator)

Y / N Submit a request for the event to be posted on KMC’s website and FB page

Y / N Submit a work order form for facilities and/or housekeeping assistance

Y / N Place an ad in the newspaper

Y / N Submit 60+ flyers to Tribal office for placement in mail and post flyers

Y / N Place the event on the KMC calendar

Requestor (Event Coordinator) Date Submitted Date of Event

Signature required for KMC grant-funded events:

Grant and Compliance Officer Date

Signature required for all KMC events:

Fiscal Controller Date

CEO or COO Date