



## **EVENT PLANNING POLICY**

MADTA Policy # 08

Effective Date: November 15, 2016

Approved: November 15, 2016

To assist the Board of Directors in developing an accurate annual budget to maintain control over its finances and assist in planning and decision making, the Board has approved a process to identify projected income and expenses for trials and events. Event organizers will be required to submit to the Board a proposed budget for each event prior to approval.

The Board has approved the use of a template format for the use of event organizers to input budget information. The template is in Excel™ format and is fill-able and self-calculating for ease of use. The information required is self-explanatory and may be expanded or revised over time if circumstances require. Multiple trials may be entered on the template to cover an entire year of trials. Questions should be referred to the MADTA Treasurer.

Event organizers will submit with their proposals a list of committee members.