

EVENT REQUEST - GVWG

This Event Request form is for use by Guilds in the BC Woodcrafters Association for short notice of an Event that needs Executive approval to be a Guild Sanctioned Event for Liability Insurance.

The Event Request is completed by the Event organizer and submitted to the Executive or authorized representative for their approval to make the Event a Guild Sanctioned Event that will provide Liability Insurance for the Guild members involved.

The Event

List what the Event is. (A Farmers Market, Mall showing, Trade Show, Woodturning Demo)

Details of Participation

Are you or your group paying for a space at this event? Yes____ No____

Will you have items available for sale on site? Yes____ No____

Will your event include the use or demonstration of turning on a lathe? Yes____ No____

Will your event include the use of other power tools? Yes____ No____

When will the Event take place?

Date: _____

Place or location: _____

Time: _____

Event Organizer Be sure to date your request as this can be used to support a claim.

Print name: _____

Date: _____

Executive This is for whomever receives the Event Request on behalf of the Executive.

Accepted by: _____

Date: _____

Executive meeting date: _____

If approved, add this Request to the minutes or have the minutes refer to this Request on file.

Conditions of approval:

- _____ Use plexiglass safety screen(s)
- _____ Display Guild Banner & meeting invitation cards
- _____ Wear Guild name badges
- _____ Provide photography of display for Newsletter
- _____ Prepare an article on this event for the Newsletter
- _____ Demonstrations must only be done by accredited demonstrators