

Ankeny Parks & Recreation Program/Event Proposal



Thank you for your interest in hosting a program or special event with us. Please complete the following form with as much detail as possible. Upon completion of this proposal, Ankeny Parks & Recreation staff will review and make contact with the event/program facilitator on our decision if the proposal is a good fit for our community. Please email completed form to Ryan Harkema at rharkema@ankenyiowa.gov.

Contact Information	
Name:	
Phone:	Email:
Program/Event Information	
Program/Event Name:	
Program/Event Description:	
Program/Event Target Audience: (If youth, include ages)	
Program/Event Fee: (Price per participant, if applicable)	
Program/Event Proposed Contractual Split: (Ankeny Parks & Recreation requires a minimum 20% split based on requirements)	
Minimum Number of Participants:	
Maximum Number of Participants:	

Program/Event Date(s): (Please provide specific date options, month(s) preference or weekday/weekend preference, etc.)

Program/Event Time(s): (Please provide specific timeframe, estimated total event hours or daytime/evening preference, etc.)

Program/Event Location/Venue: (Please provide specific venue suggestions or general venue requirements, indoors/outdoors, etc.)

Duties/Responsibilities of your Event/Program Facilitator:

Duties/Responsibilities of Ankeny Parks & Recreation:

Additional Parties Involved Responsibilities:

Additional Important Information: