

Want to suggest a Barringtons' community event, outside those proposed by the board or social committee? A garage sale? A grand kids' play day? A paint your mailbox post day?

If so, the board would like to see your idea in a written detailed event proposal so it can be considered for implementation. Keep in mind that the board generally meets once a month. Should the event proposal need to go before all homeowners for their input, or followup questions researched, the event planning time line should allow for those possibilities. Addressing potential questions or concerns in a comprehensive event proposal will help speed the process along. So, here are some suggestions about what to include in an event proposal:

1. Home owner(s) proposing the event, & their contact information.
2. Coordinator(s) of the planning & execution of the event.
3. A comprehensive description of the event.
 - How do you envision the event?
 - (Give enough detail so others can envision it too.)
 - What is the purpose of the event?
 - (Don't rely on a title to explain the event's purpose.)
4. Who is the participant target group? (All residents? Men only?)
5. Proposed event date, time & duration.
6. Proposed event location.
 - Does the potential location include adequate parking, seating, restroom facilities, accessibility, electric, air conditioning, lighting, safety, etc. for the event?
7. Materials needed.
 - Where will these materials be acquired? Who will acquire them?
8. Cost involved.
 - What is the planned budget? Who will cover costs?
9. Any notable exclusions, limitations, or rules around the event.
10. How would the event be communicated to the homeowners?
 - If cancellation is required, what is the communication plan, & future event plan?
11. Are there any special considerations that need to be addressed?

Be ready to take an active role in any event you might suggest.
The one with the vision can best see it through to its fruition!

