

Continental Line

Draft Template for Presentation of Proposed Events, Aug. 17, 2010

Slide 1	Name of Event	List all specified information and note if arrangements are proposed or confirmed. Under location, include name and distance from nearest town or city that would be generally recognized.
	Start & End Dates	
	Location	
	Sponsoring Unit(s)	
	Other Sponsors	List any other sponsors or partners: businesses, governmental, etc
	Purpose/Objective of Event	Is event is commemorative of a historical event; is it just to provide a re-enactment opportunity; is it linked to a festival or other purpose?
Slide 2	Venue and Access	Describe venue: what is the view shed like – what modern influences/distractions are in close proximity? Describe the camping area. Is the property private or public? If public, what governmental agency controls it? If public; will the event be exclusive or will it share with other public uses of the property?
		Describe access to the venue: nearest interstate exchange and distance; controlled access (permits, etc)? entrances to site; signage
Slide 3	Infrastructure	Describe available and/or proposed: sanitary services, water, wood, straw, parking, unloading/loading, shelter (if any) and distances to each
Slide 4	Amenities	List major amenities or attractions in area for families and/or those not camping. Identify provisions if any for modern camping.
Slide 5	Terrain	Describe terrain: total acres; acres of woods; acres of open field; water features; acres for period camping; flat or rolling; any structures that might be included in scenarios – walls, buildings, fences.
Slide 6	Corollary Activities	Describe any planned corollary activities: meals provided; jollifications; ceremonies; demonstrations; sutlers
Slide 7	Restrictions	Describe any restrictions on engagement rules, use of the property, permits required, etc
Slide 8	Financial Assistance	List any planned stipends, travel assistance, etc. that might be offered
Slide 9	Milestone Schedule	Identify key dates in the planning and preparation schedule
Slide 10	The Pitch	Briefly summarize why the CL should adopt this event.