



**NDTNYC**  
150 E. 55<sup>th</sup> Street, 3<sup>rd</sup> Fl.  
New York, NY 10022  
212-980-0844  
info@nyctartanweek.org

## NYC TARTAN WEEK EVENT PROPOSAL FORM

### • SECTION 1 •

1. Name of contact: \_\_\_\_\_
2. Email of contact: \_\_\_\_\_
3. Name of host (i.e. organization, talent, speaker, etc.): \_\_\_\_\_
4. Organization sponsor or host (if applicable)  
 NYC Tartan Week  
 The American Scottish Foundation  
 Clan Campbell  
 The St. Andrew's Society of the State of New York  
 The New York Caledonian Club  
 Other: \_\_\_\_\_
5. Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_
6. Is your event date and time flexible?  Yes  No  Maybe
7. Event venue (*If you need help locating or selecting a venue, please indicate that below.*)  
\_\_\_\_\_
8. Event type  
 Performance  Lecture  Workshop  Social  Networking  Other: \_\_\_\_\_
9. Is the guest list restricted? If so, please provide an explanation below.  
\_\_\_\_\_

### • SECTION 2 •

#### MARKETING AND ADVERTISING

11. Event title: \_\_\_\_\_
12. Event description (This description is for marketing purposes)
13. Event pricing: \_\_\_\_\_
14. Event link(s) (Please provide links for registration, payment, or any other links to include in the marketing of the event)  
\_\_\_\_\_
15. Social media handles (Please include any social media handles you would like included.)  
\_\_\_\_\_

Please send us any images, files and/or flyers for marketing purposes. If you don't yet have anything prepared, please note that you must send everything to [kalyn@nyctartanweek.org](mailto:kalyn@nyctartanweek.org) prior to January 19<sup>th</sup> in order to have them included.

*New York City*  
**TARTAN WEEK**