

EJC Application - Initial Proposal - Suggested Content

About the Venue

- What is the location? Please give a little bit of information about the local town.
- What is the layout of the venue?
- What does the venue cost, and are there any additional costs associated with the venue?
- If any, what similar events have been hosted there?
- How big is the hall?
- What options are available for attendees (e.g., plane, train, bus, car, unicycle), and roughly, how expensive are they for attendees?

Legal Event Requirements

- Please give a **basic** description of licensing laws in the municipality that are relevant for the event. These could be on what permissions would be required to hold the event, or other relevant local requirements.

Team

- Who are the core team members, and what experience do they bring? Particularly, what activities and experience did they gather at previous EJCs?
- How are the roles and responsibilities allocated within the core team?
- What does the extended team look like, i.e., volunteers and helpers beyond the core team?
- How will your team be set up legally, and how will liabilities be managed? Are you setting up a company/association/other legal entity?

Budget

- How many attendees are you expecting in a small scenario, a medium scenario or a large scenario?
- What income sources and amounts do you predict (per scenario)?
- What expenditure do you predict (per scenario)?
- What government funding or other funding opportunities are available to you (e.g., funding bodies, grants approved, sponsorship from venue/town)?
- Will core team members be paid or volunteers? If paid, how much will the payment be?