

# Liberty Amendments Month Event & Program Application June 14 - July 14, 2025



*Updated 2/21/25*

**Application Deadline: March 24, 2025**

Applicants will be notified of their participation status by April 18, 2025.

**\*Be sure to review the LAM Event & Program Application Guidelines before filling out an application.**

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## Contact Information

**Contact Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Organization/Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

## How Would You Like to Participate?

(Please check all that apply)

- ☐ I am interested in hosting an event or program (proceed with completing event details below).
- ☐ I am interested in volunteering at Liberty Amendments Month events.
- ☐ I am interested in assisting with Liberty Amendments Month planning.
- ☐ I am interested in sponsoring a Liberty Amendments Month event (financial commitment).
- ☐ I want to participate but need guidance. Please contact me.

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## Event & Program Proposal

**Event Title:** \_\_\_\_\_

### Event Description and Submission Check List:

Attach a document that includes:

\*Event details and description (who, what, where, when, why)

\*Budget and Funding Sources

\*Logistics and Planning Outline with workload designations indicated 70% support from event organizer

\*Any questions or guidance requests.

### Amendment Focus:

☐ 13th ☐ 14th ☐ 15th ☐ 19th ☐ Not Sure

### Event Format:

☐ In-person ☐ Virtual ☐ Hybrid (in-person & virtual)

**Target Audience:**

☐ Children ☐ Adults ☐ All Ages

**Event Partners:** (List organizations or individuals collaborating on this event. Have they been confirmed?)

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**Would you be willing to collaborate with another similar event proposal?**

☐ Yes ☐ No (If no, please explain)

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**Does your event require additional funding? \*Please attach an event/program budget.**

☐ No ☐ Yes, estimated amount: \$ \_\_\_\_\_

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**Preferred Event Week(s) or Day(s)**

(Select preferred participation date(s). If proposing a multi-day or month-long event, attach details.)

☐ Week 1- 13<sup>th</sup> Amendment - (June 14-20) Date(s): \_\_\_\_\_

☐ Week 2 14<sup>th</sup> Amendment - (June 21-27) Date(s): \_\_\_\_\_

☐ Week 3 15<sup>th</sup> Amendment - (June 28 - July 4) Date(s): \_\_\_\_\_

☐ Week 4 19<sup>th</sup> Amendment - (July 5-14) Date(s): \_\_\_\_\_

☐ LAM Ongoing Event (flexible scheduling)

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**Agreement & Submission**

I have read all regulations and information regarding participation in Liberty Amendments Month. I waive any claim against and agree to hold harmless the Town of Vienna, its employees, and volunteers from any liability for damages or injury incurred during participation.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Submission Instructions**

Mail or email completed applications to:

**Town of Vienna Parks & Recreation**

Attn: Special Events

120 Cherry Street SE, Vienna, VA 22180

Email: [lily.widman@viennava.gov](mailto:lily.widman@viennava.gov)

Questions? Contact Lily Widman at **703-255-5738**.