

Capital Project Proposal for 2025  
Please submit by January 31, 2025  
To: budgetcommittee@oregoncountryfair.org

Name of Project: \_\_\_\_\_  
(Please fill out a separate form for each project)

Contact Person \_\_\_\_\_

Tell us who is sponsoring this project:

Crew \_\_\_\_\_  
If this is a crew project, the contact person should be a coordinator, or a coordinator should delegate the project to a crew member. Projects that have a construction element must be sponsored, or cosponsored by the construction crew.

Committee \_\_\_\_\_

OCF Employee \_\_\_\_\_

Other \_\_\_\_\_

Email address \_\_\_\_\_ Phone No. \_\_\_\_\_

Total projected cost \$ \_\_\_\_\_

If cost is a range.....low \$ \_\_\_\_\_ to high \$ \_\_\_\_\_

Is this project primarily a purchase or a build \_\_\_\_\_?  
If it is a build will the work be done by fair volunteers, fair employees or outside contractors? \_\_\_\_\_ Have you coordinated this with them?  
If so, with whom? \_\_\_\_\_

Is this a project that would be completed during main camp or during another time of the year? \_\_\_\_\_

DESCRIPTION: Please attach pages to describe the project and help us understand why this project is important. Please include a full budget, what research has been done on the project, designs/drawings (if appropriate) and a narrative of what need this project is fulfilling.

If you have a large, complicated project, we may classify it as a long term capital project and assign you a staff liaison for the planning and execution of the project.