How to make a motion for the Inter Club Council (ICC)

How To Make a Motion for the ICC

The (ENTER CLUB NAME) would like to use the (INSERT ROOM/ROOMS) on the (INSERT DATE THE ROOM/ROOMS ARE NEEDED) for the (ENTER NAME OF THE EVENT). For this event we will need (AMOUNT OF FUNDS REQUESTING) in funds and will be spending this money on

Item 1 from (Name of vendor) $$$

Item 2 from (Name of vendor) $$$

Item 3 from (Name of vendor) $$$

Total = $$$$$

.....

(Insert a description of the event and why you want the items you just listed)