

Event: _____

CCM Event Proposal Form

General Information

Date:

Time:

Location:

Purpose

How does the event fit the CCM Mission Statement?

Target Audience:

Anticipated Number in Attendance:

Description and Schedule

Please provide a thorough description of the event. If the event includes a schedule, please provide one in detail. You may attach a schedule separately.

Reservations	
Does the event require a room reservation?	<input type="radio"/> YES <input type="radio"/> NO
If yes, who will do this?	
	Total Cost:

Transportation	
Are university vehicles needed?	<input type="radio"/> YES <input type="radio"/> NO
If yes, how many vehicles?	
Who will reserve them?	
Who will drive?	
	Total Cost:

Food	
Will food be served?	<input type="radio"/> YES <input type="radio"/> NO
If yes, who will purchase food?	
Who will prepare food?	
Who will clean up?	
<i>Please provide a detailed list.</i>	
<u>Food Item</u>	<u>Estimated Cost</u>
	Total Cost:

Supplies	
Are supplies needed?	<input type="radio"/> YES <input type="radio"/> NO
If yes, who will purchase supplies?	
<i>Please provide a detailed list.</i>	
<u>Supply Item</u>	<u>Estimated Cost</u>
	Total Cost:

Advertising	
Who will advertise the event?	
<i>Please indicate if the following methods will be used. Include an expected date.</i>	
Email to Ministry Team	<input type="radio"/> YES <input type="radio"/> NO _____
CCM Listserv	<input type="radio"/> YES <input type="radio"/> NO _____
Campus Listserv	<input type="radio"/> YES <input type="radio"/> NO _____
Posters	<input type="radio"/> YES <input type="radio"/> NO _____
Flyers	<input type="radio"/> YES <input type="radio"/> NO _____
Bulletin	<input type="radio"/> YES <input type="radio"/> NO _____
Campus Mail	<input type="radio"/> YES <input type="radio"/> NO _____
Announcement at Mass	<input type="radio"/> YES <input type="radio"/> NO _____
Announcement at Dinner	<input type="radio"/> YES <input type="radio"/> NO _____
Other	<input type="radio"/> YES <input type="radio"/> NO _____
	Total Cost:

Funding

Please indicate the estimated cost for each area.

Reservations:

Supplies:

Transportation:

Advertising:

Food:

Other:

Grand Total:

Leadership Roles

What will be the responsibilities of the Campus Minister before, during, and after the event?

What will be the responsibilities of the Assistant Campus Minister before, during, and after the event?

What will be the responsibilities of the Ministry Team and Directors before, during, and after the event?

Please attach copies of advertisements, contact information for businesses and guest speakers, contracts, receipts, menus, and other documents.

Submitted by: _____ Proposal date: _____

Planning committee members: _____