



Event Proposal

This form must be completed and include signatures of an organization/club president and the advisor in order to be processed. It must be reviewed and approved by the Assistant Dean for Student Engagement at least 20 business days prior to the event. If a performer or service contract is required, the event must be approved at least one month prior to the event date, and the contract must be delivered to the Assistant Dean for Student Engagement. All club and organization events MUST be reviewed with your respective advisor before seeking approval.

General Event Information

Name of Organization: _____

Contact Person: _____ Phone: _____

Event Name: _____ Event Date: _____

Location: _____ Start Time: _____ End Time: _____

Alternate Date: _____ Alternate Location: _____

Type of Event: *(check all that apply)*

Social Diversity Film Lecture/Speaker Educational Wellness

Other (describe): _____

Will this event be co-sponsored? Yes No If yes, Please list co-sponsors _____

Anticipated attendance: _____

Will food be provided? Yes No

Is this event open to the University? Yes No

Is this event open to general public outside of campus? Yes No

This requires additional planning and approval; therefore additional time should be given (3 weeks). If you intend to open your event to the general public you are required to schedule a meeting with the Assistant Dean for Student Engagement.

Briefly describe the event and explain how it connects with the organization's mission:

Assessment

What form of assessment will you use to evaluate your event? _____

Publicity (open events only):

All written materials must be approved by the Assistant Dean for Student Engagement. How will you be publicizing your event?

Budget Information

ITEM	VENDOR	FUNDING SOURCE	AMOUNT
Speaker/Performer			
Food/Beverages			
Campus Safety/Security			
Other			
TOTAL COST:			
<i>No event will be funded by SGC until the event has been approved. Understand that SGC funding is not guaranteed money and therefore you should plan for additional means to finance your event if necessary.</i>			

Speaker/Performer Information

All contracts must be reviewed by the Assistant Dean for Student Engagement. At no time may a student commit to a verbal or written contract.

Will there be a speaker/performer who is NOT affiliated with Trinity Washington University at this event? YES* NO
 *if yes, please submit at least 30 calendar days prior to the event.

Equipment Information

Anything beyond what is available at the university will need to be considered in your budget. Not all items are always available.

Assistant Dean for Student Engagements Office – Available Equipment

___ LCD Projector

Sponsoring Organization Signatures:

We, the undersigned, agree to adhere to Trinity Washington University event regulations. We will:

1. Be in attendance at the event for set up and break down, including clean up.
2. Be responsible for leaving the event space clean and presentable.
3. Assist in maintaining proper conduct of students attending the function.
4. Conduct one (1) form of attendee assessment and (1) event evaluation and submit both to the Assistant Dean for Student Engagement within two weeks following the end of the event.

We understand that if this agreement is violated our event privileges can be suspended and/or be subject to additional sanctions as deemed appropriate. We accept responsibility for ensuring the terms of this agreement are met.

Club President: _____ Date: _____ Phone: _____

Advisor _____ Date: _____ Phone: _____

Assistant Dean of Student Engagement Office Use Only:

Program approved: _____ Date of approval: _____ Contract: Y N

Room Reserved: Y N

Additional Comments: _____

*For more information, please contact:
 Ophelia Morgan, Assistant Dean for Student Engagement, MorganO@trinitydc.edu*