

# EVENT PROPOSAL FORM CLUBS AND ORGANIZATIONS

Date Submitted: \_\_\_\_\_

## CLUB/ORGANIZATION INFORMATION

Club/Organization:

Student Contact:

Position in Club:

Email address:

Phone:

Advisor:

Extension:

## EVENT INFORMATION

Event Title:

Preferred Date and Time of Event:

Date      Time

Location:

## EVENT DESCRIPTION

## EVENT DETAILS

**What type of facilities and equipment needs do you anticipate for this event/program?**

(You will be asked to provide a rough sketch of the desired room set up and give detailed information about media and/or other equipment you need.)

**Will you be paying an individual or company to provide a service for this event/program?** If, yes please describe. (A written contract between the service provider and the college will be necessary.)

yes

no

**Do you anticipate any graphic design or color printing needs?**

(If yes, please also complete a Graphic Design Request Form.)

yes

no

**Will you be serving and/or selling food?**

yes

no

If yes, what is the estimated cost of the food? \$ \_\_\_\_\_

Please describe your plans. (A Prior Approval for Food form should be submitted with this form.)

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## EVENT DETAILS, Continued

**Will you be selling tickets?**

If yes, please complete the ticket request form and describe your needs below.

**yes**

**no**

**Do you need to purchase any supplies (other than food)?** Please describe what you need to purchase and where you hope to make the purchases. (please submit a completed MSR with this form.)

**yes**

**no**

**Does this event/program involve any off-campus travel?**

**Please indicate destination, purpose and approximate cost.** (Additional forms will be required prior to making any travel arrangements.)

**yes**

**no**

**Will you be soliciting donations (either monetary or in-kind)? Please describe.** (You will be asked to submit a list of those vendors you hope to approach for donations.)

**yes**

**no**

## FINANCIAL INFORMATION

Estimated Income:

Estimated Expenses:

Estimated Profit:

**PLEASE ATTACH A PROPOSED BUDGET TO THIS FORM, INCLUDING ITEMIZED INCOME AND EXPENSES**

What does the club/organization plan to do with any profits generated by this event?

**PLEASE NOTE:** All events and fundraisers must be organized in accordance with Student Programs' Policies and Procedures. Clubs and organizations should consult the Highline Community College Club Handbook prior to submitting this form. A meeting with Student Programs staff may be required to discuss the event in detail.

Student Signature: \_\_\_\_\_

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

Advisor Signature: \_\_\_\_\_

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

Student Programs Approval: \_\_\_\_\_

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

## EVENT CHECKLIST

ROOM \_\_\_\_\_  
 MEDIA/SETUP \_\_\_\_\_  
 FOOD \_\_\_\_\_  
 CONTRACT \_\_\_\_\_  
 SUPPLIES \_\_\_\_\_

TRAVEL \_\_\_\_\_  
 DONATIONS \_\_\_\_\_  
 GRAPHICS \_\_\_\_\_  
 PRINTING \_\_\_\_\_  
 LAMINATION \_\_\_\_\_

COPIES \_\_\_\_\_  
 TICKETS \_\_\_\_\_  
 CALENDAR \_\_\_\_\_  
 FD EQUIP \_\_\_\_\_  
 CRT \_\_\_\_\_

## STUDENT PROGRAMS OFFICE USE ONLY