

EVENT PROPOSAL FORM

(Please submit this proposal at least 30 days prior to your event. If any of the following do not apply to your event please put N/A)

Club Name: _____ Date of Application: _____

Contact Person: _____ Phone: _____ Email: _____

Date of Event: _____ Start Time: _____ End Time: _____

Set-up/Decorating Time & Date: _____ Take-down Time: _____

Attendance (approx.): _____ Coat Check: yes ___ no ___ who _____ Ticket Price: _____

Event Description: _____

Location of Event: _____ Type of Event: _____

Equipment: _____
(Please indicate if you will need to use ULSU equipment or if you will supply it yourself)

Event Staff: _____

Food/Beverage Requirements: _____

Transportation Requirements: _____

Potential Risks: _____

Please attach a detailed budget including expenses, revenues, and sources of funding if deficit occurs.

