

APPENDIX 1: EVENT PROPOSAL FORM

Event Name: _____
 Name of Planner: _____ Club/Society: _____
 Date of Event: _____ Time of Event: _____
 Approx. Number of Guests: _____

1.) Brief Description of Event:

2.) Is this an Academic Event? If so please explain the academic focus?

3.) Event Budget (To be edited as necessary):

Revenue	Budget	Actual	Difference
Ticket Sales			
Miscellaneous			
Total Revenue			
Expenses	Budget	Actual	Difference
Venue			
Food/Refreshments			
Advertisement			
Print Material			
Miscellaneous			
Total Expenses			
Net Income/Deficit	Budget	Actual	Difference

4.) Advertisement (1-Week Notice Required):

Facebook: Website: Twitter: