**Important Note:** Keep your Event Proposal brief. Although this template provides a number of subheadings, you need only provide brief details under each heading.



**Event Proposal**

Event Details Summary

|  |  |
| --- | --- |
| **Event Title** |  |
| **Target Group(s)** |  |
| **Event Date(s)** |  |
| **Location** |  |

Event Contact

|  |  |
| --- | --- |
| **Name** |  |
| **Address, City, State** |  |
| **Phone** |  |
| **Email** |  |
| **Membership** | Select an option |

Event Description

Proposed Program

Staffing/Volunteer Needs

Location

Equipment Needs

Event Promotion

Scope of Work

Budget

Evaluation

Risk Management

**Print**

**Submit**

For Official Use Only



🗆​ Approved

🗆​ Denied:

🗆​ Recommend Update and Resubmission:

Committee Chair (signature): Date: