



Club Event Proposal

Club Name			
Contact Name			
Phone Number		Email	
Date of Proposed Event		Type of Event	

1. Describe your event, including any activities you plan on having. (Example: dinner, live music, dancing, etc.)

2. What is the purpose of the event?

3. Where is this event taking place?

4. What is the expected attendance at the event?

5. Will there be tickets/charge at the door? If so, what amount?



6. What are the estimated costs for this event? (Please attach.)

7. How much revenue do you expect this event to receive?

8. Will you be publicizing the event? What methods will you use?

9. Provide any other relevant information about the event.

VP of Student Life

Administrative Coordinator