



# CLUB EVENT PROPOSAL

Club Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Event Location: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Benefit to Student Life: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SET UP/PRODUCTION REQUIREMENTS *(only available for CCSAI spaces)*

Item	Details
<input type="checkbox"/> Tables	_____
<input type="checkbox"/> Microphone	_____
<input type="checkbox"/> Projector	_____
<input type="checkbox"/> Podium	_____
<input type="checkbox"/> Other	_____

PROPOSED BUDGET

ITEM	SOURCE	COST
<b>TOTAL</b>		

Submitted by: \_\_\_\_\_  
Name

\_\_\_\_\_ Position

Approved

Denied by: \_\_\_\_\_  
Name

\_\_\_\_\_ Position

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

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