

ΦΣΠ Event Proposal

An event proposal should contain all the information necessary to plan and execute an event. The committee should be aware of their limits and capabilities, including people-power available, time required, organizational structure, and budget needed. **This event proposal MUST be submitted to the Vice President for approval and for the event to be legitimate.**

Committee: _____

Name of Event: _____

Date: _____ Starting Time: _____ Ending Time: _____

Location: _____

Purpose/Goals: _____

Budget Required: _____ for _____

Number of people required: _____ (only if there is a required minimum)

Jobs for Committee Members:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Contact Name: _____ Phone Number: _____

Anything else I should be aware of: _____
