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**CLUBS EVENT PROPOSAL FORM**

Please print clearly. All Clubs shall complete a detailed Student Association Event Proposal and identify their need for funds. A proposal must be submitted for each planned event and include all pertinent information including need for equipment, media services, food requests, and anything else required for the event. The Clubs & Student Involvement Coordinator has the discretion to cancel any event based on unforeseen risks or insurance liability. *Please note the application must be submitted at least 2-3 weeks prior to event.*

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| Date Application Received: / / Received by: |

 **Club Name:**

**FOR OFFICE USE ONLY**

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 **Submitted by:**

**Executive in Charge of Event:**

**Email:**

**Phone number:**

**Date submitted:**

**Name of Event:**

 **Event Date, Time, Location:**

**Please provide a brief description of your event and other important details** *(please attach any additional documents you may have for the event):*

**How does this event add value to the student community at George Brown College?**

**How many students do you expect at this event?**

**Do you require assistance from SA staff during the event?** [ ] YES [ ] NO

*(ex: Events Squad, Board of Directors, Bar Staff, Me, Facilities, etc.)* **Will you need to book a room on campus for your event?** [ ] YES [ ] NO

1. **If YES, what type of room do you need?***(computer lab, workshop space, classroom)*
2. **If YES, would you prefer a room from SA
or the college?**
3. **If YES, which campus and building?**
4. **If YES, do you need any special equipment
such as computers, projectors, TVs**
5. **If NO, please provide the location**
**of your event**

**Do you want to book the popcorn machine?** [ ] YES [ ] NO

**Is there a possibility of risk or damage involved?**  [ ] YES [ ] NO

If YES, please list any risks:

**How do you plan on promoting this event to students? (Check all that apply)**

[ ] Facebook event page

[ ] Club Facebook page

[ ] SA Facebook page

[ ] Posters

[ ] Club listserv

[ ] Flyers/leaflets

[ ] Twitter

[ ] Instagram

[ ] SA Newsletter

[ ] GBC Newsletter

[ ] SA Website

[ ] Other:

**Do you plan to sell tickets or any other items?**  [ ] YES [ ] NO

Please briefly describe what you are selling, how you are selling it, and for how much. (Please attach additional information with a separate sheet to the back of this page)

**Do you plan to provide food at your event?**  [ ] YES [ ] NO

Please briefly describe what food you will be providing.

**Amount of Funding Requested:**
Please fill out the budget template (next page) and attach any receipts and/or invoices.

|  |  |
| --- | --- |
| **Revenue** **(How do you plan to make money for the event aside from the Student Association)** |  |
| Tickets | $  |
| Fundraising | $  |
| Other (Please describe): | $ |
| **Total Revenue** | $  |
|  |  |  |
| **Expenses** **(How do you plan to spend money for the event)** |
| Venue | $  |
| Security | $ |
| Staff | $  |
| Printing | $  |
| Promotion | $  |
| Food | $ |
| Transportation | $ |
| Other (please describe): | $ |
| **Total Expenses** | $  |
|  |  |  |
| **Difference** | **Total Revenue** |  $ |   |
|  | **Total Expenses** |  $ |   |
|   | **Difference\***(Total Revenue) – (Total Expenses) = Difference |  $ |   |

**BUDGET TEMPLATE**

 **\*Your Difference will be how much money you can request from the Student Association. Revenue minus Expenses equals Difference.**