

Project/Event Proposal

Project/Event Title: _____ Today's Date: _____

Due date: _____ Purpose of Project Event : _____

Date(s) of event: _____ Day(s) of the week: _____ Location: _____

Detailed Description of Event:

Sketch of Event Set-Up: _____ Use separate paper if needed

Floor Plan: _____ Use separate paper if needed

Proposed Needs:

	Who:	To Do What:
Club Members	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Materials(things we already have):

Setup/Cleanup Crew

Timeline

Month of: _____

ASB Advisor Signature: _____

Comments:

Executive Council Member Signature: _____

Comments:

Administration Member Signature: _____

Comments:

Approved:____

Sent Back for Above Comments:____

Denied:____