Event Proposal Form

This form must be submitted no later than 4:00PM on the fifth (5th) Thursday before the event to Director of Programming. This form will not be reviewed unless it is filled out in its entirety including attached venue diagram, itemized event budget, event work positions, and vendor information.

Committee: Spirit & Traditions

Chair: Nick Whitmer **Vice-Chair:** Clarissa Mobley

Name of Event: Foam Party

Description of Event:

Time to get foamy! It's the annual Red Barn Foam Party! Come out to the Red Barn for a foam dancing experience unlike any other. Massive foam pit, DJ spinnin' tracks, soda bottles poppin', we got it all!

Date of the Event: October 20th **Back-Up Date**: _____

Time of Event: 9pm

Set-Up Time: 3pm **Length of Clean-Up**: 2hrs.

Location of Event: Red Barn

Back-Up Location: _____

Please attach a diagram of the venue and a list of technical needs and items to be reserved.

Expected Attendance: 500

Total Estimated Event Budget: $3500

Please attach an itemized budget (item, amount, purpose and source)

Is there a charge for this event? ☒ Yes ☐ No

If yes how much? $3

Are there sponsors or co-sponsors for this event? ☐ Yes ☒ No

In what ways are they sponsoring: ☐ Funding ☐ Event Planning ☐ Event Staff

Please provide organization's name and contact information:

1. _____
2. _____
3. _____

How many SAB Board members are needed for this event? Any and All

How many additional volunteers are needed? As many as we can bribe

Please attach a list of event work positions that will need to be filled and a sign-up sheet.

Is there food/drink/refreshments at this event? ☒ Yes ☐ No

If yes, please explain: Water, Soda

Is there a performer(s) at this event? ☒ Yes ☐ No

Please provide performer(s) name and contact information:

1. Bobby K's DJ
2. _____
3. _____

Are there other vendors at this event? ☒ Yes ☐ No

If yes, please attach a list of vendors, contact information, and equipment and services provided.

Is DPS needed? ☒ Yes ☐ No

Please select the reason DPS is needed:

- ☐ Alcohol is being served
- ☐ There will be a significant number of people from off-campus
- ☒ Expected attendance exceeds 100 people (not seated)
- ☐ The event covers a controversial topic, e.g. Iraq war or abortion
- ☐ There will be a speaker or participants who have celebrity status
- ☐ The event will involve parking of busses or large delivery trucks

What are the learning outcomes for participants at this event?

Participants will be able to . . .

1. Work on their foam dancing skillz
2. Make new foamy friends and improve social skillz
3. Relax from the stress of classes

Signature: Nicholas Whitmer — Programming Chair

Clarissa Mobley — Programming Vice-Chair

Date: 6/29/2011

Executive Directors' Use Only

Date and Time Received: _____

Event Date Confirmed: _____ Event Venue Confirmed: _____ Funds Available: _____

Advisor Use Only

Date and Time Received: _____

Have duties in the Event Checklist been assigned? ☐ Yes ☐ No

Signature: _____ Date: _____

Publicity Proposal Form

Committee: Spirit & Traditions

Chair: Nick Whitmer **Vice-Chair:** Clarissa Mobley

Name of Event: Foam Party

Description of Event:

Time to get foamy! It's the annual Red Barn Foam Party! Come out to the Red Barn for a foam dancing experience unlike any other. Massive foam pit, DJ spinnin' tracks, soda bottles poppin', we got it all!

Date of the Event: October 20th **Back-Up Date**: _____

Time of Event: 9pm

Location of Event: Red Barn

Back-Up Location: _____

Allotted Marketing Budget: $250

How will this event be publicized:

- ■ Facebook (Facebook Event & Fan Page)
- ■ Listserv (SAB Email, SGA, UofL Today)
- ■ Flyers (Must be a major event)
- ■ Table Tents
- ☐ Letters to faculty and target audiences
- ■ Handbills
- ■ Other: give out loofahs?
- ☐ Yard Signs
- ■ Chalking
- ■ SAC TVs
- ■ Red Barn Marquee
- ☐ Bulletin Board

Target Audience: Mark all that apply

- ■ Undergraduates
- ■ Residents
- ■ Non-Traditional
- ☐ Other: _____
- ■ Graduates
- ■ Commuters
- ☐ Families
- ☐ Faculty & Staff
- ☐ General Public

Target Organizations:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Text to be included in Listserv: (75 word max for UofL Today)

Cameron can probably write something more exciting about this than i can.

Flyers and Handbills (optional):

Theme: neon colors, lazers, bubbles

Colors: _____

Font: _____

Size: ☒ Handbills ☐ 8.5x11 ☒ 11x17 ☐ 24x36

Quantity: 500 handbills, 75 flyers

Other Details:

loofahs

Any other instructions for Director of Marketing: