

Event Proposal

Date Submitted: _____ Name: _____

Email: _____ Phone Number: _____

Club Name (if applicable): _____

Specify the type of event proposal:

Club

Council

General

Your Event Proposal must be submitted at least 2 weeks prior to the date you would like to hold the event, to allow adequate time to process your request. The proposal may be submitted by email to accsa@assiniboine.net or in person to **room 413** at the Victoria East campus.

Please note the following:

- Events must be submitted and approved in order to proceed
- Past events will not be eligible for approval or reimbursement
- You will be required to hand in all receipts pertaining to the event and an approved budget
- Failure to produce receipts will result in repayment of funds to the ACCSA
- **(Clubs only) Include a Cheque Requisition Form and/or a Funding Proposal when submitting your event proposal**

Event: _____

Date: _____

Time: _____

Location: _____

Anticipated Number of Attendees: _____

Anticipated Funds Required: _____

Cheque Payable to: _____

Event Details:

Promotional Plans for Event: *(minimum of three (3) different methods)*

Proposed Budget (Council and General):

Items	Cost

ACCSA OFFICE USE ONLY

CLUB USE ONLY

Authorized By: *must be signed by 2 recognized club signing officers*

Club Rep, Position <i>(print)</i>	Signature	Date
Club Rep, Position <i>(print)</i>	Signature	Date

Students' Association Staff:

Name <i>(print)</i>	Signature

Students' Association Executive:

Name <i>(print)</i>	Signature