

Event Proposal

Date Submitted: _____ **Name:** _____

Email: _____ **Phone Number:** _____

Club Name: _____

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.clubs@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
- 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:

Items	Cost

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

ACCSA OFFICE USE ONLY

Clubs Coordinator: _____

Name (*print*)

Signature

Clubs Committee Member: _____

Name (*print*)

Signature