

STUDENT GOVERNMENT ASSOCIATION EVENT PROPOSAL/PLANNING GUIDE



EVENT PROPOSAL/PLANNING GUIDE

Successful campus events and programs require planning and organization in advance. The Student Government Association encourages you use this form to help you plan and implement your event. Once this is completed, please turn it into the SGA Advisor on your campus, so check for conflicting dates, and to have it officially put it on the events calendar. Also, please know, that if you need any help or guidance, the team members in the Office of Student Life are here to help!

Club/Organization Hosting the Event: _____

Lead Officer Responsible for Organizing the Event: _____

Role within the Club/Org: President Vice-President Treasurer Secretary
 Senator Member Advisor

Location/Home Campus of Club/Organization? Malone Saranac Lake Ticonderoga

Is this a collaborative event: Yes No Collaborating Club/Org/Dept: _____

EVENT DETAILS

Event Title: _____

Event Date: _____

Event Start Time: _____ Event End Time: _____

Location Requested: _____

Type of Event: Educational/Lecture Cultural Entertainment Community Building/Social
 Training/Workshop Fundraiser Other: _____

Target Audience: NCCC Students Faculty/Staff Community Members
 Other: _____

Goals of Event/Learning Outcomes (students will learn.. or students will...)

1. _____
2. _____
3. _____

Description of Event: _____

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BUDGET/REVENUE/FUNDING DETAILS

Budget:

Will this event require a budget: Yes No

Projected Funds Needed:

- | | |
|--|----------|
| 1. Contract with Performer/Speaker (fee, travel, lodging, meal): | \$ _____ |
| 2. Concessions/Catering/Food (estimate # of people): | \$ _____ |
| 3. Paper Products (plates, cups, napkins, flatware): | \$ _____ |
| 4. SGA Popcorn/Cotton Candy/Sno Cone Machines (\$25/ea) -Stocked | \$ _____ |
| 5. Decorations/Supplies (before you buy, what can you borrow?) | \$ _____ |
| 6. Film – Public Performance Rights (PPR) | \$ _____ |
| 7. Advertising (before you buy, what can you print on campus?) | \$ _____ |
| 8. Other Items: _____ | \$ _____ |

Total Budget:

Potential Revenue:

Is this event a fundraiser? Yes No

If yes, you must complete and submit the SGA Fundraising Proposal Form

Are you charging admission? Yes No

If you are charging admission, how much do you anticipate bringing in? \$ _____

Funding Sources to Consider:

- Club Budget Allocation already requested from SGA
- Club Fundraising Account
- Student Government Association – a new or supplemental club budget request

ADVERTISING PLAN

Which of the following will you utilize:

- Posters/Flyers (need prior approval, and Student Life can print in color if requested 2 weeks in advance, and send to res halls)
- Table Tents (please get advertisement to the Assistant Director of Student Life 2 weeks before)
- Postcards/Quarter Sheets to hand out
- Email Blast to Students/Faculty/Staff (Submit request to Assistant Director of Student Life)
- Word of Mouth (mention it in your classes, club, to your friends, etc...)

CLUB & ADVISOR REPRESENTATION AT EVENT

Who will be present/running the event (club members and an advisor/faculty/staff member are required)

- Club Members: _____
- Advisor/Faculty/Staff Member: _____

Thank you for filling out the Event Proposal! Please submit it to the SGA Advisor on your campus, 3-4 weeks prior to the desired date of your event, and arrange an appointment to discuss any questions you have about the event when you submit this form.

Officer Signature: _____ Date: _____

Faculty/Staff Signature: _____ Date: _____

OFFICIAL OFFICE USE ONLY

Date Received: _____

Received By: _____