

Program Proposal

Program Title/Artist: _____

Date for Program: _____ Time: _____ Projected Attendance: _____

Facility: _____ Total Budget: _____

Sponsoring Organization: _____

Co-Sponsoring Organization: _____

Event Chair: _____ Phone & E-mail: _____

Event Learning Outcomes: _____

Pre-offer Preparation:

- | | |
|----------------------------------|---------------------------------------|
| _____ Meeting with staff advisor | _____ Committee/Organization Approval |
| _____ Typed Budget Attached | _____ Event Checklist Attached |
| _____ Marketing Plan Attached | _____ Logistics/Facility Approval |
| _____ Offer Sheet Attached | _____ Co-sponsorship Agreement |

Final Approval:

Committee Chair	Date	Organization President	Date
Co-Sponsoring Chair	Date	Co-Sponsoring Org. Pres.	Date
Staff Advisor/G.A.	Date	Director of Student Life	Date

Offer Sheet

Title of Program/Artist: _____

Opener: _____ Facility: _____

Date of Program: _____ Time: _____

Agent/Middle Agent: _____ Phone: _____

Address: _____ Fax: _____

Contract Fee: _____

Includes (*check all that apply*): Opener Food Production
 Travel Lodging Other: _____Ticket Prices: Free \$____ Students \$____ Non-Students \$____ Faculty/Staff

Additional Conditions of Offer: _____

Program/Artist Information

Description of what will occur during event: _____

Past Performances (if known): _____

Conflicting Events on Campus: _____

Marketing Plan

Event Information

Title: _____

Location: _____ Date of Event: _____

Rain/Snow Location: _____ Rain/Snow Date: _____

Starting Time: _____ Ending Time: _____

Sponsoring Organization/Committee: _____

Co-Sponsoring Organization/Committee: _____

Event Description: _____

If using a logo or “catch phrase” or description, please indicate what it will be here:

Publicity Request

Type	Yes	No	Date Required By
Posters			
Cougar Connection			
CSUInvolve			
Creative Publicity			
E-mail to Orgs.			
Davidson Television			
Main Campus/Housing Flyers			
Downtown Housing Flyers			
Facebook/Twitter/Instagram			
Sidewalk Chalk			
Other:			

Notes: _____

Event Checklist

Program Title/Artist: _____

Paperwork

- Program Proposal
 - Learning Outcomes
 - Budget
 - Facility Reservation
 - Marketing Plan
- Contract (s)
- Event Timeline
- Event Itinerary
- Event Checklist
- Other _____

Event Personnel

- Police/Security
- Technical Assistant
- Electrician
- Other _____

Food/Catering

- Aramark Catering
 - Linens
- Outside Vendor
- Paper Products/Utensils
- Gloves
- Table Cloths
- Other _____

Facilities

- Reservation
- Tables
- Chairs
- Trashcans
- Generator
- Stage
- Movie Screen
- Sound
- Projector
- Extension Cords
- Other _____

Other Rental

- Vehicles
- Tents
- Linens
- Other _____

Miscellaneous

- Hospitality
- Event Pictures
- Clicker Counter
- Decorations (balloons, flowers, etc.)
- Tickets
- Cash Box
- Giveaways (t-shirts etc.)
- Survey
- Other _____