

EVENT PROPOSAL

The event proposal should ONLY be completed if the organization request for funds from the Office of Student Life and Leadership to sponsor an event. If any additional forms are needed please feel free to attach copies to the form. Improperly filled out forms will cause a delay or denial in registration.

Student Life and Leadership EVENT PROPOSAL

Name of Organization:	
Event:	
Date:	
Time:	
Location:	
Theme:	
Expected Attendance:	
Benefits:	
Cost of Ticket Sales:	
Program Description:	
Student Learning Outcome:	

Signature of Advisor

Signature of President

Date Received

*Signature of Student Activities
Coordinator or Director of Student Life*

Action Taken: Approved ___ *Denied* ___

Reason(s) for Denial: