**Event Proposal Form**

Name of Submitter: Date of Submission:

**Organization:**

**Event Title:**

**Event Type (Social, Fundraiser, Service):**

**Date of Event:**

**Time of Event:**

**Location of Event:**

**Event Facilitator(s)**

1.
2.
3.
4.

**Total Cost and Materials (**include human resources need as well):

*\*Please attach any documents to this form that supports your request*

Check list (***your program/event should be planned 2 weeks in advance to allow proper advertisement***)

* Request room/space reservations through facilities. This form can be found on the school website or here: <https://www.rosemont.edu/about/events/facilities-rental/>

*\*If you have any questions concerning rentals please* ***contact ONLY by email to*** ***Rentals@rosemont.edu***

* Marketing material’s (i.e., flyers or handouts) approval from the Director of Student Engagement

\*Please note, that you will be responsible for the following

1. Obtaining the stamp of approval for your marketing material
2. Having your marketing material printed by the Campus Administrative Specialist, Nancy Plummer who is located at the front desk in Good Counsel
* Fill out the “Budget Request Form” and submit it with your program request

Agenda of event

Purpose of event?

How will you measure your event? Receive feedback? (i.e survey, discussion group with written feedback, etc.) Please add a copy to this proposal form.

What are some challenges that may arise, and how do you plan to act in solving these challenges?