



Engineering Graduate Student Council

## ***Engineering Graduate Student Council*** **Event Proposal Form**

*Event Proposal Forms must be submitted directly to the EGSC Advisor for immediate review. The Office of Graduate Student Services must receive the proposal at least three weeks before the scheduled event date. Planning for an event must not begin until the Office of Graduate Student Services grants final approval.*

**Sponsor Information:**

Name:

Date:

E-mail Address:

Telephone:

Committee

**Event Information:**

Type of Event    Educational    Social    Fundraiser    Other \_\_\_\_\_

Event Title \_\_\_\_\_

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_

Start

End

Event Location \_\_\_\_\_

Event Manager(s): \_\_\_\_\_

Will alcoholic beverages be served?       YES       NO

Will the event require special set-up?       YES       NO

Will audiovisual equipment be needed?       YES       NO

Will a caterer be needed?       YES       NO

Will this event be co-sponsored?       YES       NO

Name of Organization \_\_\_\_\_

If yes, please have the organization submit a letter expressing their intent to co-sponsor this event.

**Program Description:**

*Please write a brief program description outlining the purpose of the event and attach it to this sheet.*

**Proposed Program Budget:**

*Please attach a budget outlining all expenses for the event to this form.*

**Office of Graduate Student Services Approval:**

- Approve
- Approve with the following changes: \_\_\_\_\_
- Deny event proposal because \_\_\_\_\_

Alcohol Permit    AV    Catering    Facilities    Printing    Space Reservation