

# Event Proposal Form

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

Sponsor of Event: \_\_\_\_\_

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

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

Is it CEIS credit? (Please circle one.)      Yes      No

Synopsis of Event:

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Please use back of the form if you need more room.

Add to Multicultural Affairs Calendar? (Please circle one.)      Yes      No

Has the location been approved by Anne Curry? (Please circle one.)      Yes      No

Does this event need funding? (Please circle one.)      Yes      No

\*\*\*If yes, please attach a budget for the event.

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For Office Use Only:

Event Approved?      Yes      No

Reasons for Denial (if any):

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If event is denied, please read reasons for denial and change program accordingly.

Please return to Erica Brown in Student Affairs. **HAND WRITTEN COPIES ONLY!!!**