



Club Volunteer Proposal For Club To Fund Event

Submitted By:

Name: _____

Title: _____

Signature: _____

Date: _____

Email Address: _____

Phone: _____

Other Volunteers Who Will Assist With the Event

Enter names here ...

Event Overview

Provide the name, purpose, and description of the proposed event. This includes, but is not limited to, the event's target audience (general demographic information regarding alumni - and guests, if applicable).

Enter text here ...

Proposed Date/Time: _____

Proposed Venue (incl Address): _____

The Alumni Association's Brand Pillars

Which of the Association's brand pillars does the proposed event support?

___ Access the Best Learning for Life

___ Harness the Power of the U-M Community

___ Give Back

___ Keep U-M Close and the Spirit Alive

Explain how the proposed event supports one or more of the Association's brand pillars.

Enter text here ...

Promoting Alumni Association Membership Value

Do you anticipate this being a member-only event? Yes ____ No ____

Explain how this event promotes Association membership value, including whether it is aimed at member appreciation and/or acquisition.

Enter text here ...

Proposed Pricing & Expected Attendance

What prices do you propose to charge to Association members, non-members, and their guests, and what attendance do you expect at the event?

Membership status of ticket individual registrant	# of Tickets available to each registrant	Price per ticket	Anticipated total # of tickets purchased (member vs non-member registrants)	Anticipated total revenue
Member		\$		\$
Non-member		\$		\$
Total	-----	-----		\$

Projected Expenses

Facilities/room rental fees, incl set-up charges	\$
Rental equipment (e.g., A/V, tents, tables/chairs, stantions/rope, security, etc.)	\$
Food	\$
Beverages, incl bartender fees/gratuities	\$
Promo materials / decorations / supplies (e.g., invitations, postage, signage, programs, fliers)	\$
Parking/transportation	\$
Speaker/travel expenses	\$
Other (please explain)	\$
Total	\$

Please provide any further information regarding your anticipated revenues and expenses that are not already captured by the above.

Enter text here ...

Approval By Club Board

Does the Club's Board approve this event? Yes ____ No ____

Club Officer Signature: _____ Date: _____