

# Event Field Trip Proposal

## 1. Title Page

- **Event Title**
- **Proposed By:** (Institution/Organizer)
- **Date of Submission**

## 2. Introduction

- Brief overview of the event and its objectives.
- Why this event requires a field trip.

## 3. Event Objectives

- Key goals of organizing this field trip-based event.
- Educational, professional, or cultural significance.

## 4. Event Schedule

- Proposed date(s) and time.
- Detailed timeline, including departure, event activities, and return.

## 5. Destination Details

- Venue name and its importance for the event.
- Location address and facilities available.

## 6. Participants

- Expected number of attendees.
- Target audience for the event (students, staff, or guests).

## **7. Logistics and Support**

- Transportation, meals, and venue arrangements.
- Staff or volunteers supporting the event.

## **8. Budget Plan**

- Financial breakdown of the event, including transportation, venue, and refreshments.
- Highlight sponsorships or funding sources.

## **9. Safety Measures**

- Plans for ensuring participant safety during the event.
- Emergency contact details and support.

## **10. Permissions and Documentation**

- Permissions required for participants or from authorities.
- Consent forms for attendees, if needed.

## **11. Expected Outcomes**

- Benefits and impact of the event on participants and the institution.
- Opportunities for learning, networking, or personal growth.