## **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.