

# Event Planning and Proposal Form

Event Planning Forms are evaluated weekly, submit your form by 2pm on Tuesdays to be evaluated at the Wednesday ASG meeting. **ASG:** Email completed form to [asgprez@clackamas.edu](mailto:asgprez@clackamas.edu), [asgadmin@clackamas.edu](mailto:asgadmin@clackamas.edu) and [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu). **Clubs** email [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu) and your advisor.

Event Organizer CCC Email

Group or Organization Name Date Submitted

Event Title

Proposed date Time of Event Proposed Location

Alternate Location Projected Attendance

Describe your event, objective, and goals (be as detailed as possible):

What resources do you need—tables, chairs, audio, technology, etc. (be specific, use a separate sheet of paper to draw layout if necessary):

Are there any liability or safety concerns for this event? Yes No  
 If unsure, check with Student Life & Leadership Office or contact College Safety at 503-594-6650.  
 If yes, contact Campus Safety [campussafety@clackamas.edu](mailto:campussafety@clackamas.edu).

Do you plan to have food at your event? Yes No  
 If yes, check in with Student Life & Leadership to discuss food handling and food contract issues.

SLL Food Sign off: Name Signature

Do you plan to connect with the CCC Foundation regarding charitable giving for your event? Yes No  
 If yes, we will contact you regarding proper procedures.

Projected budget and plan (What will you spend money on? Consider posters/flyers, food, decorations, etc.):

Item	Amount	Item	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>TOTAL</b>			\$

I/we plan to use club/department funds

I/we hereby request funding from ASG, and have reviewed the ASG Appropriations Outline

- If asking for appropriations funding from ASG, answer the following: Our mission is to inspire students to become involved, create awareness around local, state, and federal issues, and to communicate student needs and concerns. How will the purchase you are requesting enhance the goals of ASG?

Need an event till? Yes                  No                  If yes, describe below (how much, what denominations of bills/change):

Do you need to contract with a speaker or performer? Yes                  No  
 If yes, contact Student Life & Leadership for a Required Paperwork (Even if the performance is free)

Describe your promotional plan (include dates and timeline):

**Action Plan**

Use the space below to describe your process for planning the event (include dates and timeline/action items):

**Club Advisor Approval**

Clubs: Forward a copy of this completed form to your Club Advisor. Your Advisor will need to submit an email (to [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu)) stating that they have read and approved your Event Proposal. In the subject line, use the following format to make it easy to track your proposal: EP.ClubName.NameofEvent (Example: EP.PTK.Induction)

<b>ASG Approval</b>			
Date	Approved	Approved with Revisions	Not Approved
Funding Approved \$			
Comments/Revisions requested:			
ASG President Signature			