

Young Adult Council Event Planning/Proposal Form

Name of the Event _____ Date(s) of the Event _____

Brief Description of Event _____

Purpose of the Event _____

Is this an event that is being sponsored or co-sponsored by another organization? Yes No

If yes, what organization is sponsoring this event? _____

If yes, who is the contact person at this organization? _____

What is their phone number? _____ Email: _____

Who is the Young Adult Board/Council Member Event Coordinator in charge of this event?

Name: _____ Phone: _____

Email: _____

Who is the STAFF MEMBER (UFC/DSAMH) providing oversight for this event?

Name: _____

Who else is on this Event Coordinating Committee?

Name:

Phone:

Email:

Role (if any):

Name:

Phone:

Email:



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Role (if any):

***If more space is needed, please use back of this form and indicate that more committee members are listed on back.**

Detailed description of the event:

Who will be invited to this event? Who is the intended audience? Who else will be participating in the event?

Detailed description of the role of the YA Board and/or Council and other partners in this event, (including responsibilities of each partner involved in this event):

Proposed YA schedule for necessary planning meetings for this event (please include dates/times/locations of meetings and include conference call meetings, etc.)



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General Action Plan / Timeline (this may be finalized at planning meetings)

What resources will be needed by the to successfully sponsor or participate in this event? (Think through the entire event and include a list of all the things that will be needed to successfully host or participate in the event - i.e. the features of needed location for the event, supplies, food, number of volunteers or support people needed to help at event, speakers, projector, transportation, etc.)

Budget items for pre-approval by UFC and DSAMH (please list the anticipated costs that will be needed in holding or participating in this event - i.e. food, fliers, t-shirts, supplies needed, etc.)



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Will any members of the Board be required to spend significant amounts of time or use their vehicle during the event preparation that will require reimbursement for travel and/or stipends? If so, please list names and anticipated stipends and gas cards being requested for this event planning. No stipend or gas cards will be included in this event budget unless specified and approved by the UFC and DSAMH prior to the event planning process.

Will the YA Board/Council need additional support or assistance from the UFC and DSAMH in the planning or participation in this event? If so, please specify what assignments/roles each organization is being asked to provide.

After thinking through and answering these questions as thoroughly as possible the Young Adult Committee Leader for this event will give this completed event proposal form to the Young Adult Facilitator (Michelle Vance @ michelle@namiut.org)

The Young Adult Facilitator will make sure this form is circulated to all parties of the UFC and the DSAMH for approval. If questions and/or clarification is needed the Young Adult Facilitator will contact the Committee Leader for more information needed. This form must be signed and a final budget approved by all UFC members and the DSAMH before event planning may begin. (It may be approved electronically via email).



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