

## Event Proposal

Group:

Event:

Date of application:

Type of event::    Speaker    Concert    Show/performance    Other

	Expected Date	Executed Date
<b>Room booked</b>		
<b>Sight and sound confirmed</b>		
<b>Meeting with Norris Staff (if necessary)</b>		
<b>Meeting planning dates (e.g. Wednesdays at 7)</b>		
<b>Begin search process for performer/speaker</b>		
<b>Verbal confirmation of performer/speaker</b>		
<b>Contracts sent out</b>		
<b>Contracts given to CSI</b>		
<b>Contracts signed and showed to AE/GE</b>		
<b>Vouchers signed by AE/GE and advisor</b>		
<b>Check processed for performer (if applicable)</b>		
<b>Checks processed for reimbursement</b>		
<b>Publicity plan created and shown to AE/GE</b>		
<b>Ground flyered</b>		
<b>Other publicity (quarter sheets, Norris tvs, etc)</b>		

List of all individuals in charge of the event

Detail your communication plan with your AE and advisor