

Event Proposal Form

Event Title: _____

Sponsor of Event: _____

Event Location: _____

Event Time: _____ Event Date: _____

Is it CEIS credit? (Please circle one.) Yes No

Synopsis of Event:

Please use back of the form if you need more room.

Add to Multicultural Affairs Calendar? (Please circle one.) Yes No

Has the location been approved by Anne Curry? (Please circle one.) Yes No

Does this event need funding? (Please circle one.) Yes No

***If yes, please attach a budget for the event.

For Office Use Only:

Event Approved? Yes No

Reasons for Denial (if any):

If event is denied, please read reasons for denial and change program accordingly.

Please return to Erica Brown in Student Affairs. HAND WRITTEN COPIES ONLY!!!