

Events, Programs & Special Projects Proposal Form

Deadlines

The next proposal due date is **September 25, 2013 for Spring Term 2014 (January 13-April 20, 2014)**

The Event Committee will meet periodically throughout the year, following submission deadlines.

Directions for Completion & Submission

- ◆ Submit by e-mail to lawevents@seattleu.edu
- ◆ Early submission of proposals is encouraged. You may submit proposals for any dates up to one academic year in advance.
- ◆ See FAQ sheet for information about what programs are required to submit this proposal form; feel free to contact us at lawevents@seattleu.edu with questions.
- ◆ Programs or events inviting external communities or which involve external marketing & communications are required to work through this proposal process. Student groups (except for co-curriculars) must work with the Director of Student Life.
- ◆ Please be as detailed as possible in describing your agenda, speakers and goals for your program.

Working Title or Name of the Project, Program or Event

Name of Person Submitting the Proposal

E-mail Address

Phone #:

Primary Group, Entity or Department

Proposed Dates & Times - Please check master & community calendars and note similar subject matter or overlapping audiences.

Preferred Date

Alternate Date(s)

Start Time

End Time

Requested Space - How many total people do you anticipate?

Sullivan Hall

School of Law Annex

Other Space on Campus

Short description of your program. Feel free to attach a detailed agenda.

Name any dignitaries or VIPs who may participate, either as speakers or guests of honor.

Is this event free? Yes No If No, how much will be charged?

How much is budgeted for this project? (Sample budgets available on request)

SU Budget Number(s) - indicate any split of expenses

Name any co-sponsors (internal or external) If an outside group is providing funds, how much money they will contribute or which expenses they will cover? Please indicate if they expect to receive some portion of any revenue.

The following describes this program (hold the CTRL key to select all that apply)

The following logistical needs are anticipated (hold the CTRL key to select all that apply)

Audience (hold the CTRL key to select all that apply)

Please note anything else you would like the Events Committee to know about this proposal.