**Event Proposal**

Group:

Event:

Date of application:

Type of event:      Speaker      Concert       Show/performance              other

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

List of all individuals in charge of the event

Detail your communication plan with your AE and advisor