



# Event Planning and Proposal Form

Event Planning Forms are evaluated weekly, submit your form by 1pm on Fridays to be evaluated at the Wednesday ASG meeting. **ASG:** Email completed form to [asgprez@clackamas.edu](mailto:asgprez@clackamas.edu), [asgadmin@clackamas.edu](mailto:asgadmin@clackamas.edu) and [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu). **Clubs** email [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu) and your advisor.

Fill out the form below (as you type, the boxes will expand)

Event Organizer:	CCC Email:
Group or Organization Name:	Date Submitted:
Event Title:	Time of Event:
Proposed date:	Projected Attendance:
Proposed Location:	Alternate Location:

Describe the event goals (be as detailed as possible):

Describe the agenda, look, and layout of your event (be as detailed as possible):

What resources do you need—tables, chairs, audio, technology, etc. (be specific, use a separate sheet of paper to draw layout if necessary):

Are there any liability or safety concerns for this event? Yes No Unsure

- If yes, contact Campus Safety [campussafety@clackamas.edu](mailto:campussafety@clackamas.edu).
- If unsure, check with Student Life & Leadership Office or contact College Safety at 503-594-6650.

Do you plan to have food at your event? Yes No

- If yes, check in with Student Life & Leadership to discuss food handling issues.
- REMINDER: No Homemade food allowed at public events

Do you plan to connect with the CCC Foundation regarding charitable giving for your event? Yes No

- If yes, we will contact you regarding proper procedures.

Projected budget and plan (What will you spend money on? Consider posters/flyers, food, decorations, etc.):

Item	Amount	Item	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
		<b>TOTAL</b>	\$

- I/we plan to use club/department funds
- I/we hereby request funding from ASG, and have reviewed the ASG Appropriations Outline
  - If asking for appropriations funding from ASG, answer the following: Our mission is to inspire students to become involved, create awareness around local, state, and federal issues, and to communicate student needs and concerns. How will the purchase you are requesting enhance the goals of ASG?

Do you need to contract with a speaker or performer?  Yes No

- If yes, contact Student Life & Leadership for a Required Paperwork (Even if the performance is free)

**Action Plan**

Use the space below to describe your process for planning the event (include dates and timeline/action items and promotional plan):

**Club Advisor Approval**

Clubs: Forward a copy of this completed form to your Club Advisor. Your Advisor will need to submit an email (to [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu)) stating that they have read and approved your Event Proposal. In the subject line, use the following format to make it easy to track your proposal: EP.ClubName.NameofEvent (Example: EP.PTK.Induction)

**ASG Approval**

Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Revisions	<input type="checkbox"/> Not Approved
Funding Approved \$	Comments/Revisions requested:		

ASG President Signature:

*Please save your own copy by: File—Save As—Your File Name*