# Cultural Arts Committee Event Proposal

## Event Details

|  |  |
| --- | --- |
| **Event Title** |  |
| **Target Group(s)** |  |
| **Proposed by** |  |
| **Event Date(s)** |  |
| **Venue** |  |
| **Amount Requested** |  |

## Event Description

Provide a **BRIEF** description of your event. This section provides the reader with a basic overview of what the event is about.

Your description should include:

* an **overview** of the event (include the number of days/hours over which the event will be held, how many participants are expected, the venue for the event and the most important feature of the event)
* the **objectives** of the event (examples: “to develop community awareness of …” or “to raise funds for … “or “to provide access to a higher standard of …”)
* the **relationship** of the event to the mission and purpose of the committee as defined by the charter

## Proposed Program

Provide a timetable for the event. The timetable might include:

* arrival times for participants each day
* start and finish times for event participation each day
* schedule of events with presentation times
* special announcements or speeches
* arrival and departure of VIPs

## Roles

Provide an organization chart or list of roles. The roles of some event personnel may need to be explained.

Example:

* Event Coordinator(s): Name
  + Promotion Coordinator(s): Name
  + Tech/Equipment Coordinator(s): Name
  + Finance Coordinator(s): Name
  + Volunteer/Participant Coordinator(s): Name

## The Venue

List aspects of the facility that are important including lighting, rooms, amenities for spectators, car parking, food serving, shade, etc.

## Equipment Needs

Provide a list of equipment that is needed for the event. Your list should state what items you already have and what items need to be procured.

See also “Equipment Needs Template” on last page of this document.

## Scope of Work

Provide a breakdown of the work from start to finish that lists the main work tasks that must be accomplished. Very importantly you should indicate the timelines for each work task

Communication strategies

1. Describe the process by which your organization will promote the event
2. Describe the process by which persons interested in participating will be registered and provided with information
3. Describe the tasks involved in preparing the venue for the event

## Budget

Prepare a statement of anticipated income and expenditure.

**Event Equipment Needs Template**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment Description** | **Total Required** | **Ready in stock** | **Present condition** | **Need to borrow** |  | **Need to hire** |  | **Need to purchase** |  |
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