

**[Date Submitted]**

Proposal for

**[Event Name]**

**[Event Date]**

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# Summary

Introduce your organization here.

It is best to begin by explaining how and why your organization was founded. It is also a good idea to provide a mission statement so that your readers know who you are and what you do. Keep this section brief and to the point. You are not trying to convince anyone that your organization is worthy of recognition. You are already recognized as an official Liberty organization.

The primary purpose of this section is to walk the reader step-by-step through your event. You have a picture in your head of how you want the project to look, paint that picture for your reader.

Specifically, this section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.

The summary should remain on a separate page and not exceed one page.

The summary should contain the following elements:

* Brief identification and purpose of your organization
* The purpose and anticipated end result of this proposal
* A detailed description of how you expect the day of your event to flow
* The type and amount of support requested
* The total anticipated budget
* Other information you deem pertinent

# Needs/Support Requests

What will be needed for the event to be a success? This would include any setup, tear down, audio and visual support, housekeeping, and/or parking requests.

# Goals/Objectives

State the desired goals and objectives of your event. Also include the key benefits of reaching each goal/objective. How will these goals benefit your club specifically, the student body, and/or the community as a whole?

* Goal 1
  + Benefit of Reaching Goal 1
* Goal 2
  + Benefit of Reaching Goal 2
* Goal 3
  + Benefit of Reaching Goal 3

# Procedures/Scope of Work

Provide detailed information about the procedures/scope of work that will need to occur during the weeks/days leading up to the event as well as on the day of the event itself. Include information on activities such as recruiting, training, testing, and the actual work required.

# Timetable

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase. Feel free to add extra boxes to the table if necessary.

|  |  |  |
| --- | --- | --- |
|  | Description of Work | Start and End Dates |
| Phase One |  |  |
| Phase Two |  |  |
| Phase Three |  |  |
|  |  |  |

**Event Time Line**

|  |  |
| --- | --- |
| **Time** | Description of Work |
|  |  |
|  |  |
|  |  |
|  |  |

# Key Personnel

List the key personnel who will be responsible for each phase of the project, as well as other personnel involved in the project. Who is the event manager or main contact for this event?

# Endorsements

Provide the names and addresses of individuals and companies who support and endorse the project.

# Next Steps

Specify the actions required after the submission of this document to SGA.

* Example: Contact Band and sign contract
* Example: Contact Catering.
* Example: Attain COI’s if necessary

# Appendix

Provide supporting material for your proposal here.