

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