**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