## ****Sample School Event Proposal****

**Name of the Event:** American Spastic School’s Art Meet 2011

**Purpose:** American Spastic School organises its third Art Meet which is nothing but a measure to lift up the moral of the spastic kids and keep them going with indomitable spirit.

**Date of the event:** 5th July 2011

**Event Management Details:**

* Special volunteers will be there to manage and attend the participants.
* Refreshments will be given to participants and organisers.
* The event will be organised at the school premises and the founder of the school will be the chief guest and the meet will be held for three days.
* Outsiders will be allowed entry via passes which be available for a nominal fee of $10 from the school office.
* Risk and security management will be taken care off for everyone.

**Publicity Management of the event:**

* Publicity of the event would be managed by the Kids forte News channel and by the 89.3 radio station.
* All the esteemed Newspapers will publicise this event.

**Total investment till date for organizing the charity event**: $ 20000

**Last date of getting sponsorship:** 15th June 2011

Sponsors are requested to apply as early as possible as sponsorship will be issued on first-come-first-serve basis. Sponsors of previous year are requested to renew their sponsorship as soon as possible.