**Event Proposal**

**and Budget Form**

Event planning is one of the essential functions of our organization. Providing the design community with opportunities to gather together, form connections and learn help fulfill the mission of our chapter and the larger organization. Any member is welcome to submit and idea for an event and try their hand at organizing.

Completing this document ensures that every event has a clearly defined purpose, is something the chapter can afford and is something the chapter is capable of producing successfully.

Most events require at least a 16 week lead time

to organize. Larger events can take anywhere from 24 weeks to a year to organize.

|  |  |  |
| --- | --- | --- |
| **Event Proposal** | | Complete and submit to |
| www.address.com |
| Name | Phone |  |
| Email | Date Submitted |  |
| Event Title |  |  |
| Date | Time |  |
| Location |  |  |



Provide at least one option. The venue doesn’t have to be locked before the event is

approved, but it’s important to have a few in mind.

Speakers



Provide details.

Sponsors



Be specific, identify at least two sponsors who could benefit from a partnership on this event.

Format



I.E. keynote, forum, social, workshop, conference, etc.

Audience



Does it appeal to the entire design community or a segment?

Program

Pitch



What is this event about? Why is it valuable to designers? Why should AIGA be involved?

Publicity

Opportunities



Volunteers

& Email



**Event Budget:** Please complete the adjoining budget sheetto the best of your ability.

**Budget Worksheet**

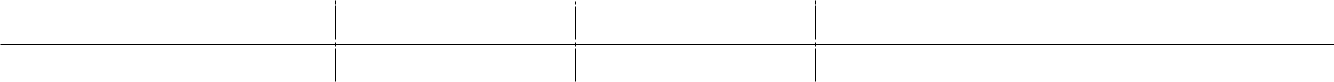
****

Not every item will apply to all programs.

Complete to the best of your ability.



|  |  |  |
| --- | --- | --- |
| **EXPENSES** |  | **Notes** |
|  |  |  |
| Projected | Actual | |



**Speaker(s)**

****

Travel



Lodging



Gift



Other 1



Other 2



Subtotal



**Venue**

****

Location Rental



Podium



Tables



Chairs



Other 1



Other 2



Subtotal



**A/V**

****

Computer



Amplifier/speakers/microphones



Projector



Screen



Other 1



Other 2



Subtotal



The Chapter has a PA if one is unavailable.



The chapter has a projector



if one is unavailable.



**Promotion**

****

Design



Photography/Illustration



Copywriting



Paper



Printing



Postage



Other 1



Subtotal



**Catering**

****

Food



Beverage



Alcohol



Tables



Chairs



Napkins/Plates/Cups



Personnel



Other 2



Subtotal



**Budget Worksheet**

****

Not every item will apply to all programs.

Complete to the best of your ability.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EXPENSES** |  | **Notes** |
|  |  |  |  |
|  | Projected | Actual | |
|  |  |  |  |



**Exhibition**

****

Rental



Shipping



Return shipping



Packing Supplies



Insurance



Security



Storage



Other 1



Other 2



Subtotal



Miscellaneous



Translator



Name tags



Event signage



Other 1



Other 2



Other 3



Subtotal



**Expenses Subtotal**

****

15% Contingency



Expenses Total



|  |  |  |
| --- | --- | --- |
| **REVENUE** |  | **Notes** |
| Projected | Actual | |



Quantity  Price $



Non Member



Friend



Contributor



Supporting



Sustaining



Design Leader



Sponsorship



Sponsorship



Sponsorship



Other 1



**Revenue Subtotal**

****

Projected Actual



**Total Revenue**

****

**Total Expenses**

****

**Net Income/Loss**

****