



Date: _____

Sisterhood of Integrity

Event Proposal Form

Instructions: Please fill out this form completely. Approval for an event is contingent upon approval by the Executive Board and the Division of Student Activities. This means that for all events that require monetary funds, this form must be submitted **at least four weeks before the event**. Events that do not require monetary funds must be submitted **at least three weeks before the event**. Events that are not officially proposed on this proposal form before these deadlines will not be approved. Please also remember that we have very limited funds. Most of our events will have to require little or no funding. In addition to this form, the committee must submit a detailed itinerary (schedule/outline for the facilitation of the event) at least one week prior to the event. **You may not begin to promote an event until it has been approved.**

Committee: _____

Event Title: _____

Event Date: _____

Event Time: _____

Campus Location: _____

Event Duration: _____

Set Up Time: _____

Break Down Time _____

Number of Members Required for Setup: _____

List of Supplies: If more space is needed, please continue on the back of form.

- | | |
|----|-----|
| 1. | 5. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Budget:

Expenditure	Cost
Total:	

Please describe the event: _____

Please explain the purpose of the event: _____

Please explain how this event will help the members of SOI, Gordon State College, or the Gordon Community:

Committee Chair

President of SOI

Advisor

