

UI Dance Marathon Event Proposal

All proposals must be turned in a minimum of 2 weeks prior to event

****larger events may require more time****

Date Submitted:
Person Proposing:

Event Info:

Title:
Date to take place:
Committee Responsible:
Project Partners (outside DM Groups):

Event Description:

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History of Activity:	Has this activity taken place before? Explain:	
Year:	Expenses:	Revenue:

Supplies Needed: (please be thorough)

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Budget Tracking Form Completed:

Anticipated Income:
Anticipated Expense:

Preparation Timeline & assignment of responsibilities:

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Facility Needs:

PR/Marketing Needs:
Additional Partnerships/Resources:

For Office use only:

Director Approval:	Advisor Approval:	Other Approval:
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Directions:

Print one copy for your records, one for the Business Director, and one for the DM advisor.

If you are a chair, print another copy for your director.

Place in mailboxes in DM office.