

# 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:
--------------------

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

Supplies Needed: (please be thorough)
---------------------------------------

Budget Tracking Form Completed:
Anticipated Income:
Anticipated Expense:

Preparation Timeline & assignment of responsibilities:
--

Facility Needs:
PR/Marketing Needs:
Additional Partnerships/Resources:

For Office use only:		
Director Approval:	Advisor Approval:	Other Approval:

## 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.**