



Clubs & Organizations Event Proposal Form

Event Proposal Forms are due at least five (5) weeks prior to the event date. **If this form is submitted after the five (5) weeks you run the risk of not getting approval.

Club/Organization Information

Club/Organization Name: _____

Student Contact: _____ SID: _____

Student Green River Email: _____

Event Information

Event Name: _____

Event Date: _____ Event Location: _____

Set Up Time: _____ Event Start Time: _____ Clean Up Time: _____

Expected Attendance: _____ GRC Student Cost: _____ Non-Student Cost: _____

Cash Bag Needed: Yes No Online Sign Up: Yes No Transportation: Yes No

Description of Event:

What is the purpose of this event? What needs are being addressed? What do you want to accomplish?

How will this event meet your club/organization's purpose and goals?

OFFICIAL USE ONLY

Date Received: _____ Event Date: _____ 5-weeks prior: Yes No Approved: Yes No

Student Coordinator: _____ Coordinator Signature: _____

See www.greenriver.edu/campus-life

Event Logistics

Is there a co-sponsor(s) for this event? Yes No

If yes, name the co-sponsor(s):

What is the role of the co-sponsor(s)?

- Monetary support Clean up Publicity/Marketing
 Set Up Event support staff Other: _____

Do you intend to serve food? Yes No

If so, why is food an important part of this event?

What food items do you plan to serve?

What supplies or decorations do you need for this event?

Budget Expenses and Revenue

Please indicate any costs this event might incur. Estimations are okay.

Do not forget to consider sales tax, shipping, or hidden fees

Estimated Costs/Expenses

Food/Refreshments: _____ Performer Fees: _____

Supplies/Decorations: _____ Travel: _____

Registration/Admission: _____ Other: _____

Estimated Income/ Revenue

Co-Sponsor Contribution: _____ Admission Fees: _____

Advisor Presence:

By signing this form, I agree that I will be present at this event. If I am not able, I will have helped secure a chaperone that is a Green River employee. I have also reviewed the event details and approved this event.

Advisor Name: _____ Email: _____

Signature: _____ Phone: _____

See www.greenriver.edu/campus-life

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