

# ULEAD Event Proposal

Do you have an event you want to plan for your Student-Led Organization (SLO)? Are you part of a community group that wants to hold a student workshop?

As part of the ULEAD program, we have opened up the opportunity for students to run their own events, with logistical and financial support from UNBC Student Life. To get started, please contact the Student Life Coordinator to review your event or workshop concept. and complete the ULEAD Event Proposal.

When planning an event, make sure you give yourself enough time to plan effectively and thoroughly. Student Life can help facilitate that planning process so you can be sure of all the pieces that need to be in place, and can connecting you with the appropriate people to bring the event to life.



**WE ARE ALL  
TIMBERWOLVES**

## Primary Organizer

NAME:

EMAIL:

PHONE:

GROUP:

## Event Information

DATE:

TIME:

EVENT NAME:

EVENT LOCATION:

DESCRIPTION OF THE EVENT:

**PURPOSE & OBJECTIVE:** *(PLEASE BE CLEAR ABOUT WHAT YOU HOPE TO ACHIEVE WITH THIS EVENT - ACTIONABLE & MEASURABLE & HOW THIS CONNECTS TO THE UNBC & STUDENT LIFE MANDATE)*

**AUDIENCE - WHICH GROUP(S) IS THIS EVENT TARGETED TO?**

TOTAL BUDGET REQUESTED:

ALLOCATION OF BUDGET:

RISK ASSESSMENT (IDENTIFY HAZARDS & ASSOCIATED RISKS)

OTHER EVENT INFORMATION:

DATE SUBMITTED:

SUBMITTED BY:

APPROVAL DATE:

APPROVAL SIGNATURE: