

## EJCA Event Proposal Form - Sample

Date of proposal: January 14, 2016

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Please e-mail a proposal to [office@ejca.org](mailto:office@ejca.org) or leave it in the EJCA Office.

Please fill in information as much as you know at the time of a proposal. (\*\* fields are must)

<b>** Name of event</b>	Hina Matsuri (Doll festival)	Note
<b>** Alignment with EJCA vision, mission, value</b>	Japanese festival, presentation of Japanese culture (possibility - tea ceremony, flower arrangement, Japanese dance), display of Japanese Hina-dolls, craft for children, Japanese pastries and opportunity to wear Kimono, socialization between members.	
<b>** Outcome expectation</b>	Members and guests experience the Japanese doll festival, learn culture, taste Japanese pastries and tea, over all enjoy the event.	
<b>** Measure of success</b>	1. Variety of activities are offered 2. Over 50 guests visit the event	
<b>** Activities</b>	Tea ceremony, Flower arrangement, Japanese dance, Hina dolls, and children's craft. Rental of summer kimono (Yukata) to wear.	
<b>EJCA Budget</b>	Total \$250 including <ul style="list-style-type: none"> <li>• Japanese pastries, locally made \$ 75</li> <li>• Hina Arare, buy from Japan \$ 50</li> <li>• Flower for demonstration \$ 50</li> <li>• Plate, cup, etc. \$ 50</li> <li>• Other expenses \$ 25</li> </ul>	
<b>Date/time</b>	Saturday, March 12, 2016, 2:00 pm – 5:00 pm	
<b>Location</b>	EJCA Centre - hall, lounge 3 and kitchen	
<b># of attendees</b>	50 – 80 including children	
<b>Attendees</b>	Family type event: EJCA members and friends, children welcome	
<b>Open to public?</b>	Yes	
<b>Fee</b>	Free	
<b>Equipment</b>	Hina dolls, chairs, tables, summer Kimono (Yukata) sets, Tatami mats, etc.	
<b>Food items</b>	Japanese pastries, children's Hina Arare (small crackers), tea, drinks. No alcohol.	
<b>Coordinator</b>		
<b>Team members</b>	Members from clubs (Tea ceremony, flower arrangement, Japanese dance and others), tea servers, children's craft, board members and people for display of dolls.	
<b>Advertisement and promotion</b>	Moshi Moshi, e-mail to members, Website, Facebook	

Please include Floor plan, Photo, Organization chart and other useful diagrams:

