EJCA Event Proposal Form

Date of proposal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal by name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Telephone: \_\_\_\_\_\_\_\_\_\_\_

Please e-mail a proposal to [events@ejca.org](mailto:events@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)

|  |  |  |
| --- | --- | --- |
| \*\* Name of Event |  | Note |
| \*\* Alignment with EJCA vision, mission and value |  | EJCA Vision and mission are posted at <https://www.ejca.org/vision-mission> |
| \*\* Outcome expectation |  |  |
| \*\* Measure of success |  | Please list with measureable factors |
| \*\* Key activities |  |  |
| EJCA Budget | Total: $\_\_\_\_\_\_\_  Details: |  |
| Date/time |  |  |
| Location |  |  |
| # of attendees |  |  |
| Attendees | Family type event, Children, Adults only, etc. |  |
| Open to public? | EJCA members only, Members and guests, Public |  |
| Fee | Member: $\_\_\_\_\_\_\_\_, Non-Member: $\_\_\_\_\_\_\_\_ |  |
| Equipment |  |  |
| Food items |  |  |
| Coordinator |  |  |
| Team members |  |  |
| Advertisement and promotion |  |  |

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