

# ACTIVITY PROPOSAL FORM

Today's date: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Student group name, if applicable: \_\_\_\_\_

Proposed date(s) and time(s) of activity: \_\_\_\_\_

Desired location: \_\_\_\_\_

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**Brief description of proposed activity:**

**Purpose of the activity:**

**Proposed budget (include itemized costs):**

**Other potential funding sources:**

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*For on-campus events:*

**Event title/topic:** \_\_\_\_\_

**List of desired speakers/guests (and affiliation), if any:** \_\_\_\_\_

\_\_\_\_\_

**Speaker travel needs, if applicable:** \_\_\_\_\_

**Audio/Visual needs:** \_\_\_\_\_

**Room/Supply needs:** \_\_\_\_\_