

Event Proposal

Name Phone

Email Date Submitted

Event Title

Date Time

Location

.....
If you're unsure provide a few options.

Speakers

.....
Provide details.

Sponsors

.....
See Sponsorship Kit for more information on rates. Consider these a suggestion.

Format

.....
I.E. keynote, forum, social, workshop, conference, etc.

Audience

.....
Does it appeal to the entire design community or a segment?

Program
Pitch

.....
What is this event about? Why is it valuable to designers? Why should AIGA be involved?



Publicity
Opportunities

Volunteers
& Email

Event Budget: Please complete the adjoining budget sheet to the best of your ability.



Event Budget Form

Event Name: _____

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Event Date: _____

Date Budget Prepared: _____

Remember to enter Expenses as NEGATIVE numbers	EXPENSES		NOTES <i>AIGA has a policy of not paying speakers' fees or other honoraria</i>
	Projected	Actual	
Speaker(s)			
Travel			
Lodging			
Gift			
Other 1			
Other 2			
Subtotal			
Venue			
Location Rental			
Podium			
Tables			
Chairs			
Other 1			
Other 2			
Subtotal			
A/V			
Computer			
Amplifier/speakers/mikes			
Projector			
Screen			
Other 1			
Other 2			
Subtotal			
Promotion			
Design			
Photography/Illustration			
Copy writing			
Paper			
Printing			
Mailhouse			
Postage			
Other 1			
Other 2			
Subtotal			
Catering			
Food			
Beverage			
Alcohol			
Dinner with Special Guest			
Tables			
Chairs			
Napkins/Plates/Cups, etc.			
Personnel			
Other 1			
Other 2			
Subtotal			

Event Budget Form

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	EXPENSES		NOTES
	Projected	Actual	
Exhibition			
Rental			
Shipping			
Return shipping			
Packing Supplies			
Hanging Supplies			
Insurance			
Security			
Storage			
Other 1			
Subtotal			
Miscellaneous			
Translator			
Name tags			
Event signage			
Other 1			
Other 2			
Other 3			
Other 4			
Subtotal			
Expense Subtotals			
15% contingency			
Expenses Total			

	REVENUE		NOTES
	Projected	Actual	
<i>Quantity</i>	<i>Price \$</i>		
Pro. Members @			
Pro. Non-members @			
Student Members @			
Student Non-members @			
"Gate" Revenue Subtotal			
Sponsorship Revenue 1			
Sponsorship Revenue 2			
Other Revenue 1			
Other Revenue 2			
Sponsorship + Other Revenue Subtotal			

	Projected	Actual
TOTAL Revenue		
TOTAL Expenses		
Net Income (-Net Loss)		

