

Event Proposal and Budget Form

Event planning is one of the essential functions of our organization. Providing the design community with opportunities to gather together, form connections and learn help fulfill the mission of our chapter and the larger organization. Any member is welcome to submit and idea for an event and try their hand at organizing.

Completing this document ensures that every event has a clearly defined purpose, is something the chapter can afford and is something the chapter is capable of producing successfully.

Most events require at least a 16 week lead time to organize. Larger events can take anywhere from 24 weeks to a year to organize.



Event Proposal

Complete and submit to
programming@centralpa.aiga.org

Name Phone

Email Date Submitted

Event Title

Date Time

Location

.....
Provide at least one option. The venue doesn't have to be locked before the event is approved, but it's important to have a few in mind.

Speakers

.....
Provide details.

Sponsors

.....
Be specific, identify at least two sponsors who could benefit from a partnership on this event.

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.



Budget Worksheet

Not every item will apply to all programs.
Complete to the best of your ability.

	EXPENSES		Notes
	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			The Chapter has a PA if one is unavailable.
Amplifier/speakers/microphones			
Projector			The chapter has a projector if one is unavailable.
Screen			
Other 1			
Other 2			
Subtotal			
Promotion			
Design			
Photography/Illustration			
Copywriting			
Paper			
Printing			
Postage			
Other 1			
Subtotal			
Catering			
Food			
Beverage			
Alcohol			
Tables			
Chairs			
Napkins/Plates/Cups			
Personnel			
Other 2			
Subtotal			

Budget Worksheet

Not every item will apply to all programs.
Complete to the best of your ability.

	EXPENSES		Notes
	Projected	Actual	
Exhibition			
Rental			
Shipping			
Return shipping			
Packing Supplies			
Insurance			
Security			
Storage			
Other 1			
Other 2			
Subtotal			
Miscellaneous			
Translator			
Name tags			
Event signage			
Other 1			
Other 2			
Other 3			
Subtotal			
Expenses Subtotal			
15% Contingency			
Expenses Total			

			REVENUE		Notes
			Projected	Actual	
Quantity		Price \$			
	Non Member				
	Friend				
	Contributor				
	Supporting				
	Sustaining				
	Design Leader				
	Sponsorship				
	Sponsorship				
	Sponsorship				
	Other 1				
	Revenue Subtotal				
			Projected	Actual	
Total Revenue					
Total Expenses					
Net Income/Loss					