

Proposal (TEMPLATE)- See example for details

To:
CC:
From:
Date:
Subject:

Name of Event/ Introduction:

The representatives of the ASB _____ Committee would like to inform the faculty/ASB chairs of the following event in planning.

Date of Event

Brief Description of Event

People involved in the event and their roles (including those overseeing the event for safety; teachers that assisting for whatever reason)

Materials List, quantity for each material, and where materials will be coming from

Miscellaneous Details: Include here miscellaneous details (e.g. cleaning up, safety concerns, teachers that will oversee the event, costs, prizes, whether volunteers are needed from ASB, etc.) Fill in the rest of the holes here; separate into sections if necessary

List of Students Participating in Event (including students responsible for cleaning and organizing the event):

Objective of the Event/ Concluding the Proposal

Signature of those Approving the Event and the "Officials" In-charge and Involved

Sincerely,