



Member Event Proposal

Event Name: _____ Proposed Date: _____

Time of Event: _____ (ex. 11:00 am to 1:00 pm) Length: _____ hours

Event Description

Give a brief overview of the proposed event/project. What is the event/project? How does it relate to YAP and its mission? What are the overall goals and/or purpose of the event/project?

Click here to replace with text...

Community Benefit

How will the community benefit from this event/project? Will the community in general benefit or a specific group? If it is a specific group, who? Who is the target audience? What is the estimated number of beneficiaries? How was the community need determined (surveys, research, focus groups, etc)? How will the community need be addressed through this event/project?

Click here to replace with text...

Task Management

How will this event/project be implemented? What tasks are necessary? Who will complete tasks? What are the due dates for each task? What is the overall timeline for planning/executing event?

<i>Task</i>	<i>Person Responsible</i>	<i>Due Date</i>	<i>Completed</i> √
Logistics			
Secure location			
Create event agenda			
Create emergency management plan			
Assess risks, develop plan			
Parking, layout of event (stage, tables, chairs, ropes, etc.)			
Marketing			
Create flyers			
Distribute flyers			
Contact all community partners/contacts via e-mail			
Contact all members			
Post to website, Facebook, Myspace, etc.			
Create and distribute press release, invite media			
Seek media sponsors (radio and print)			
Resource Development			
Identify potential sponsors/donors			
Development sponsorship packets			
Contact sponsors/donors			
Collect funds/resources			
Identify and solicit in-kind resources			

Management Feedback:

Has the project been clearly defined? Yes/No

Does project align with organization’s mission and goals? Yes/No

Has the community need/benefit been defined? Yes/No

Has accurate budget been completed/attached? Yes/No

Have tasks/timeline been clearly outlined? Yes/No

Have risks been assessed? Yes/No

Approvals:

Director of Operations Signature: _____ Date: _____

Chief Executive Officer Signature: _____ Date: _____