

## **Event Idea Sheet**

Event Idea:

Description of the event idea:

Who is this event geared toward? Commuters Residents Both

What is the purpose of the event? Academic, Athletic, Social, Recreational, etc List:

How would this event further your Organization's mission for this year?

What mission or strategic direction of the college does this event relate to? How?

Possible date and time of event:

What is the anticipated attendance for this event?

Possible location for the event:

Possible supplies that would be needed:

Will food be needed at this event? (If yes, list ideas)

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What advertising should be done for this event?

What signage is needed at this event?

What questions does the committee have about this event idea?

Below draw a possible room diagram of the event: