



EVENT PROPOSAL

SUBMISSION DETAILS

- **Submission date:** _____ **Telephone:** (____) _____
- **Submitted by:** _____
- **Organization/Firm:** _____
- **Email:** _____

EVENT DETAILS

- **Title:** _____
- **Anticipated Date:** _____
- **Time:** _____
- **Venue:** _____
- **Venue Secured?** Yes ____ No ____
- **Learning Units available for AIA Members:** ____ NO ____ YES (if yes, how many: _____)
- **AIA CEU Registered Provider Name and Number:** _____
- **Event Flyer to be provided in pdf to AIARE?** Yes ____ No ____

TAG LINE (in 25 words or less, briefly summarize the event)

DETAILED EVENT DESCRIPTION

(attach additional documents or supporting materials as needed, be sure to include names of potential guest speakers)

FINANCES

- **Attendance fee for AIA Members:** \$ _____
- **Attendance fee for non-AIA Members:** \$ _____
- **Financial expectations of AIARE:** \$ _____ **AIARE Board Approved?** _____
- **Projected income from Sponsors:** \$ _____
- **Projected TOTAL INCOME from event:** \$ _____
- **Projected TOTAL EXPENSES from event:** \$ _____
- **Projected NET INCOME to AIARE:** \$ _____

Event Proposal Form

Sponsorships for Event/Program:

- Check if no income from sponsors expected
- Check if submitter will be responsible for obtaining sponsorships
- Check if AIARE to be responsible for obtaining sponsorships

▪ **Projected income from Sponsors:** \$ _____

- **Sponsor Name:**
- **Amount Paid**

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LOGISTICAL RESPONSIBILITIES

(include: pre-planning, catering, rentals, A/V, marketing, registrations, RSVPs, on-site set-up, check-in, staffing, etc.)

▪ **Responsibilities of Submitter:**

▪ **Responsibilities of AIARE:**

Program/Event Advertisement

Please include a brief summary of how you anticipate this program being advertised to chapter members and/or community to insure adequate attendance

Program/Event Success

Please describe how you would measure the success of this event. What are your expectations and how you would decide if this was a successful program?
