



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?
