**ACTIVITY PROPOSAL FORM**

**Today’s date:**

**Contact name:**

**Contact phone number and e-mail:**

**Student group name, if applicable:**

**Proposed date(s) and time(s) of activity:**

**Desired location:**

 **Brief description of proposed activity:**

**Purpose of the activity:**

**Proposed budget (include itemized costs):**

**Other potential funding sources:**

*For on-campus events:*

**Event title/topic:**

**List of desired speakers/guests (and affiliation), if any:**

**Speaker travel needs, if applicable:**

**Audio/Visual needs:**

**Room/Supply needs:**