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## Event Proposal Document

**Event:**

**Date:**

**Time:**

Hosted by Circle K International of \_\_\_\_[School]\_\_\_\_

### **Purpose**

[Include a brief statement describing the event and why you would like to have the event. May include event logistics.]

### **Who**

[Include a brief statement of whom you would like to invite to the event, including other branches of Kiwanis.]

### **Where**

[Include a brief statement about the location of your event, and any possible back-up locations.]

### **Cost**

[Include a brief statement about the cost to attend the event and where those funds will go towards, and where (or how) you will receive funds to put together the event. You may also include the cost of parking.]

### **Agenda**

#### **[ EXAMPLE:**

- Set-up: 8:30-9:30 AM
- Registration: 9:30-10:00 AM
- Opening Session: 10:00-10:15 AM
- Workshop Session I: 10:20-11:00 AM
- Workshop Session II: 11:05-11:45 AM
- Lunch: 11:50-12:40 PM
- Workshop Session III: 12:45-1:25 PM
- Workshop Session IV: 1:30-2:10 PM
- Workshop Session V: 2:15-2:55 PM
- Workshop Session VI: 3:00-3:40 PM
- Closing Session: 3:45-4:00 PM ]

### **Service Projects/Activities** **(Projects are subject to change)**

[Include a description of your service project(s) and/or activity. You can also include whether or not it is subject to change, and tentative projects.]