**SCHOOL EVENT PROPOSAL**

# \*This form must be put in the EVENT mail box after completion by the Staff supervisor. The SAC mail box is in the LIBRARY\*

*\*If this is not followed the fund request* **will not** *go through\**

This form is regarding students who wish to hold any event at UWC Changshu China, ranging from fund-raisers to any school related activities. Students are to complete the following form and submit to the Event Committee at least 3 weeks prior to the requested date. Making sure the application is placed in library event mailbox counts as successfully submitting the proposal. Proposal(s) will be screened by the committee, (and administrators as necessary) and be approved or not approved and emailed back with feedback within 5 working days. A copy of the approved proposals will also be forwarded to Student Life Office for inputting into the school calendar.

## School Group: Staff Sponsor’s Signature:

**Contact**: *(Student Full Name(s), including year group and Email)*

## Title of Activity:

**Type of Activity (Workshops, Performance etc.):**

**Requested Date of the Activity:**

**Time of Activity:** Before Class After-School Other (Describe)

**Location of Activity:**

**Please provide thorough information on the following TWO stage, and it must be completed and approved by your supervisor before submitting the proposal.**

**1. Investigation:**

*What is the purpose of this event? What need does this event address or fulfill in the larger community? How is this linked with school goals? What are the potential benefits to the school and the community?*

*(Please provide explanations addressing questions above)*

* *Link to School Goals:*

*UWC mission & Values*

*Learner Agency*

*A Healthy and Balanced Residential Life*

*Career/Pathways*

* Other..... (Describe)*

* *Explanations:*

**2. Preparation:**

*For this stage, you need to clarify and explain the planning and execution of this event, including the event program, promoting, administration, logistics, and funding. Please give thorough information on questions listed below.*

* *What will happen at the event? Give an outline of what the event will involve.*
* *What are the task/duties of people involved in planning/running the event? \**

*It is best for you to develop an Action plan to prepare for your event*

* *Who will participate in the event? Who is your 'target audience''?*
* *Anticipated Number of Participants? Give an estimation of the number of people who will attend.*
* *Adult Chaperones (Applicable only for events involving a large number of participants)*

*Minimum adult chaperone to student ratio is 1:30. Based on your anticipated number of participants, list the names of the chaperones who have agreed to volunteer (must be adults)*

* *How will you measure the success of the event?*
* *List the school resources or facilities you may need to book for the event (include rehearsals) Theatre? Audio equipment? Stage? IT? Tables? Chairs? Other equipment?*
* *Will school classes be affected? If YES, list affected teachers who have agreed to the disruption.*
* *Will Zhi Xing activities be affected? If YES, list the affected Zhi Xing supervisors/leaders who have agreed to the disruption. List activities affected before, during and after the event.*
* *How will you publicize the event? If using social media, list account info*
* *What needs to be done after the event? Consider writing an article, letters to thank sponsors etc.*
* *List people/organizations that might be helpful to you in planning/implementing this event.*

*(Lastly! Almost there!)*

* *Will you require money to carry out your event? If so, how will this be obtained? Please provide a separate excel sheet listing all information pertaining the costs of this event. A detailed budget should be included showing where all money given is going. Details on where sponsorship money is being used is extremely important.*

*Thank you for submitting the event proposal! We will be contacting you as soon as possible on the process of your event proposal! Hang in there and if you have any questions, you can always contact CSC Event Committee at* [*event@uwcchina.org*](mailto:event@uwcchina.org) *for any further questions or concerns!*

***---- CSC Event Committee***