

TSSW SGA - Event Plan

Title of Event _____

Captain _____ First Mate _____

Date/Time _____ On Campus: Booked with Victoria at Front Desk

Off Campus: Venue _____ Contact Info _____

OrgSync: ******Events must be registered four (4) weeks in advance ******

Brief Description: _____

Supplies/Resources (Food Order with tip/Itemized attached)

VP Finance _____ Estimated Budget _____

Board members Ideal Role/Responsibilities Ideal Hours Avail. Day of?

Communication: Weekly Update Flyer Solo Email Facebook

******Must be sent two (2) weeks in advance.******

How does this event serve our community?

Potential Obstacles and Plan to Overcome

******Please turn into SGA, SGA Advisor and Dean's Office**