



**Event Application**

**Office Use Only**

Date Submitted: \_\_\_\_\_

Date Received: \_\_\_\_\_

Event Date: \_\_\_\_\_

CCSAI  Campus Club

**Group Leader Information:**

First: \_\_\_\_\_ Last: \_\_\_\_\_ Pos/Title: \_\_\_\_\_

Campus: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

**Group Member Information:**

First: \_\_\_\_\_ Last: \_\_\_\_\_ Pos/Title: \_\_\_\_\_

Campus: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

First: \_\_\_\_\_ Last: \_\_\_\_\_ Pos/Title: \_\_\_\_\_

Campus: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

First: \_\_\_\_\_ Last: \_\_\_\_\_ Pos/Title: \_\_\_\_\_

Campus: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Package Checklist:**

Event Proposal  Pre-Event Budget  Event Preparation  Event Survey

**OFFICE USE ONLY**

Approved  Yes  No Date: \_\_\_\_\_

\_\_\_\_\_  
CCSAI President

\_\_\_\_\_  
A.S.E.C

\_\_\_\_\_  
Campus Vice-President

**Event Proposal**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Overview (what):

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Benefit to Students or CCSAI (why):

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## Event Preparation

The CCSAI will be administering the 10 day rule. This means that there must be a **minimum** of 10-business day's promotion for any event to be approved and implemented.

With the following chart please outline your promotion strategy:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

\* The 10 days begin once you have received approval in writing from the Student Life Committee

\* All promotion methods/material/advertising in both print and non-print must be approved by Jason Moseley and/or Penny Kirlik and/or James McNabb, and **MUST** adhere to CCSAI posting policy as well as any and all of Centennial College guidelines/policies/procedures.

\* These individuals also reserve the right to deny and/or limit the amount of such advertising if it does not adhere to such policies as outlined in this package.

### Instructions:

1. State the date and time of your event in the last row.
2. Count 10 squares from the date of your event backwards (include the event date)
3. Use boxes in between event date and promo start date to list a critical path for promotions, approvals, important dates, etc.

Some things you may want to consider:

Classroom Visits

Courier

Posters up

Web Promo

Hallway Flyers

Mass Email

CC the Wonder Colt

**\*\* Remember! Bee creative! \*\***

# Pre-Event Budget Sheet

Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

## BUDGETED INCOME

Advance Tickets	\$ _____
Door Sales	_____
Sponsorship	_____
Other	_____
<b>Total Income:</b>	<b>\$ _____</b>

## BUDGETED EXPENSES

**Talent** (DJ, Artist, etc....)

Contract Guarantee	\$ _____
Transportation	_____
Hospitality	_____
Misc	_____
<b>Total Talent:</b>	<b>\$ _____</b>

**Venue** (Cost associated w/space)

Security	\$ _____
Staff	_____
Misc	_____
<b>Total Venue:</b>	<b>\$ _____</b>

**Promotion** (Cost associated w/advertising)

SWAG	\$ _____
Printing	_____
Other	_____
<b>Total Promotion:</b>	<b>\$ _____</b>

<b>Total Expenses:</b>	<b>\$ _____</b>
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<b>Surplus/Deficit</b>	<b>\$ _____</b>
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## Event Survey

Please take the time to answer the following questions:

1. Which campus will your event take place? *(Circle One)*

Ashtonbee

CCC

HP

Progress

Please tell us which room your event will take place in: \_\_\_\_\_  
*(Please list room numbers or a location in the campus)*

If you want to use the Progress Student Centre, please tell us which room: \_\_\_\_\_

2. Do you need any special equipment? *(Circle all that apply)*

Coat Check   Flip Chart   Overhead Projector   Telephone   Whiteboard   Microphone

DJ Rack   Laptop   Video Projector   DVD   TV   VCR

3. Are you serving food at your event?   Yes / No *(Circle One)*

If yes, what is being served and where is the food being purchased from? \_\_\_\_\_  
*(Please give full address and contact info for restaurant, as well as a complete menu of items being served)*

4. Please tell us what time of day you would like your event to happen. *(Circle all that apply)*

9:00am – 12:00pm   12:00pm – 3:00pm   3:00pm – 6:00pm   *After 6:00pm*

*\*If your event happens after 6:00pm, you will need special approval from the CCSAI BOD*

5. Do you plan to sell tickets, food, or any other items?   Yes / No *(Circle One)*

Please describe what you are selling, how you are selling it, and for how much:  
*(Please attach additional information with a separate sheet to the back of this page)*

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