The purpose of this form is to aid you in planning events for your student group. Please email a copy of the completed form to the E-IDEAS Coordinator at [eideas@apsc.ubc.ca](mailto:eideas@apsc.ubc.ca) at least one month before the event date.

# Overview

|  |  |
| --- | --- |
| Student Group Name | Click or tap here to enter text. |
| Organizer Name (s) | Click or tap here to enter text. |
| Title of Event | Click or tap here to enter text. |

# Motivation

|  |  |
| --- | --- |
| Purpose  *Why are you organizing this event?* | Click or tap here to enter text. |
| Goals  *What do you hope to accomplish by the end of this event?* | Click or tap here to enter text. |

# Event Logistics

|  |  |
| --- | --- |
| Date(s) | Click or tap to enter a date. |
| Time(s) | Click or tap here to enter text. |
| Location(s) | Click or tap here to enter text. |
| Collaboration(s) | Click or tap here to enter text. |
| Target Audience | Click or tap here to enter text. |

# Attendees

|  |  |
| --- | --- |
| Expected Number | Click or tap here to enter text. |
| Reason | Click or tap here to enter text. |

# Challenges

|  |  |
| --- | --- |
| What are the expected challenges? | Click or tap here to enter text. |
| How will you mitigate these challenges? | Click or tap here to enter text. |

# Promotion & Advertising

|  |  |
| --- | --- |
| Promotional Material needed: | Facebook Event/Post  e-nEUS  Instagram/Twitter  Email  Posters  Others (please specify): Click or tap here to enter text. |
| Promotional Timeline | Click or tap here to enter text. |

# Proposed Budget\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Supplier** | **Cost (CAD)** |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Cost** | | |  |

\*If more space is required, attach a separate document with a table that contains the above headings

# Additional Comments

|  |
| --- |
| Click or tap here to enter text. |