

**University of Michigan Library
Hatcher Graduate Library
The Gallery in Room 100**

Event Proposal Form

Provide a brief description of the event:

If we schedule the event, provide a photo that can be used for press and web purposes.

Who will be the primary contact for this event planning (the "event planner")?

Name:

Title:

Address:

Email:

Phone numbers:

Fax:

Proposed date and time for the event: _____

Who is organizing the event?

Who is the expected audience for the event?

How many people do you anticipate will attend (small or large audiences are fine)?

Is the event free and open to the public or by invitation? If by invitation, what is the purpose of the event?

Costs - list key budget items and amounts. The following is a common list of items – please tailor this to your particular proposal:

Speaker travel

Speaker honoraria

Equipment/av rental

Refreshments

License fees for reproductions or film screenings

How will costs be paid; who is responsible for expenses?

Are there sponsors? Please list with contact information and what each sponsor is providing (financial or in-kind support and nature of support).

Will the speakers or the anticipated audience have special needs?

How will this be publicized?

Who will develop the publicity materials?

Include as much of the following as is appropriate:

Title of Event

Department Name if relevant

Description of Event

Event Location – Gallery in Room 100, Hatcher Graduate Library

Audience

Cost

RSVP – contact name and information

Contact name for further information or questions.

Event Web Address

(Please do not use all caps in the event title or descriptions.)

How will the event be staffed?

Has the event been presented before? If so, the proposal should include the dates and places of prior engagements.

What kind of setup arrangement is required [e.g., seating, podium, audiovisual, tables, catering, signs, room access, clean-up, etc., etc.]?

See **Faq, Exhibit and Event Guidelines**, and **Event Planning Information** as provided on this website.