

San Francisco Deaf Club

Event Planning Guide

(Revised 10/14)

A KEY TO A SUCCESSFUL EVENT IS GOOD PLANNING. THIS PRE-EVENT PLANNING FORM PROVIDES YOU WITH SOME GENERAL QUESTIONS AND THOUGHTS TO CONSIDER PRIOR TO PROPOSING AN EVENT FOR THE FOLLOWING FISCAL YEAR. YOU AND THE CLUB'S EVENT DIRECTOR WILL BE WORKING TOGETHER ON THE PLANNING PROCESS AFTER THE BOARD APPROVES THE PROPOSAL. THE DECISION ON WHETHER TO APPROVE IS DEPENDENT ON HOW THE ACTIVITY WILL MEET THE CLUB'S GOALS, TIMELINE, NUMBER OF PARTICIPANTS (PREFERABLY MORE THAN 20 MEMBERS), AND AVAILABILITY OF FUNDS.

PROPOSED EVENT INFORMATION

Event Name: _____

Chairperson: _____

Assistant Chairperson: _____

VP: _____

E-Mail: _____

Date: _____

Approximate Cost: \$_____ (include specifics and cost breakdown)

Start Time: _____ End Time: _____

Number of Members Served (estimate): _____ Activity for Ages Ranging: _____

EVENT QUESTIONNAIRE

1. Does this promote your organization's mission? Yes No
2. Do you know of any other organizations that have held similar events? Yes No
 - Will this event be duplicating an existing program or event? Yes No
3. Does your organization have the necessary support from members?
 - Have you identified other members that will assist you with this event? Yes No
4. Are you working with another organization in hosting this event? Yes No
 - If yes, name of organization _____
5. Does your event involve any type of physical activity? Yes No
 - If so, in what ways? _____
6. Does the event involve travel? (group or individual) Yes No
 - If yes, what type of transportation do you need? _____
7. Is your event outdoors, or can your event be affected by inclement weather? Yes No

Thank You

SFDC Board Use:

Event approved: Yes No

Budget Allocated: \$_____

Month of Event: _____