

University of Wisconsin – Whitewater
Career & Leadership Development Event Proposal Form

Name of Event _____

Suggested Location _____ Suggested Date/Time _____

Description (please attach additional materials)

Target Audience _____ Potential Audience Size _____

Seal Program Area _____

Purpose _____

Cost Break Down:

Performance Fee \$ _____ Hospitality \$ _____ Other \$ _____

Tech Est. \$ _____ Site Fees \$ _____ Other \$ _____

Publicity \$ _____ Other \$ _____

ESTIMATED TOTAL COST \$ _____

Admission Charges: Student \$ _____

Non-Student \$ _____

TOTAL ANTICIPATED REVENUE \$ _____

Does your area's budget have the full amount of funding available? ___ Yes ___ No

Who could be approached for Co-sponsorship? _____

What would they do? _____

Special Marketing Ideas you have: _____

Agency/Artist Contact:

Name _____ Phone _____

Email _____

Website _____