**EVENT PROPOSAL**

**PROGRAM**

Name

Date

Location

Age of Participants

**COMPONENT**

*What areas of youth ministry will this event focus on?*

* Catechesis
* Advocacy
* Evangelization
* Justice, Peace & Service
* Leadership Development
* Prayer & Worship

**OBJECTIVE**

*What are the outcomes desired from this event?*

**BUDGET**

*What are the needs of the program, and how will costs be covered?*

Facility Rental

Transportation

Food

Supplies

Honorariums/Thank you Gifts

Suggested Registration Cost:

**COMMUNICATION**

*How will the event planners communicate with each other and when?*

**ADVERTISING**

*How will the event be advertised and through what platforms?*

**ROLES**

*e.g., trip coordinator, communications, spiritual advisor, etc*

Name, Position, Phone, Email

**COMMITTEES**

*e.g., program, hospitality, logistics, registration, promotion, liturgical, finance/fundraising*

Committee Name: Members

**ORGANIZING PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Steps | People Assigned | Due Date |
| *Program* | * *Set theme/name of event, location, date*
* *Develop schedule/timeline*
* *Locate supplies required (e.g., balloons, projector, crafts, etc)*
 |  |  |
| *Registration & Logistics* | * *Develop registration form & waiver*
* *Find volunteers*
* *Plan meals/snacks*
 |  |  |
| *Advertising* | * *Create email list*
* *Develop promotional materials*
* *Send information to the parishes*
 |  |  |
| *Finance & Fundraising* | * *Determine registration cost*
* *Write letters to organizations to ask for donations*
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