

## ASB Event Planning Form

ASB only considers event planning forms that are **completely filled out**. If a category does not apply, please put N/A. If ASB council approves the event, this document is then shared with a BHS administrator for final approval.

When completed, please share with Mr. Robinson  
(search Taylor Robinson or [taylor.robinson@bonsallusd.com](mailto:taylor.robinson@bonsallusd.com))

General Information	
<b>Name of Club/Council</b>	
<b>Date Form Was Submitted</b>	
<b>Primary Contact Name</b>	
<b>Primary Contact Email</b>	
<b>Primary Contact Cell Phone #</b>	

Event Information	
<b>Name of Event</b>	
<b>Date of Event</b>	
<b>Location (Be specific- don't just say BHS.)</b>	
<b>If at BHS, have you checked if the location interferes with sports or other events?</b>	
<b>Start Time</b>	
<b>End Time</b>	
<b>Brief Description of Event</b>	
<b>Purpose of Event</b>	

<b>Does it require a contract(s) from an outside vendor or organization? Who?</b>											
<b>Set-Up Start Time</b>											
<b>Clean-Up End Time (estimated)</b>											
<b>What is your publicity plan?</b>											
<b>Is transportation required? If yes, what is your transportation plan?</b>											
<b>Who is setting up the event? Provide names.</b>											
<b>Who is cleaning up the event? Provide names.</b>											
<b>Who from BHS staff is chaperoning? The general rule is you must have one BHS chaperone for every 15 students.</b>											
<b>What is the timeline of your event including set-up and clean-up?</b>	<table><tr><th>Time</th><th>Action</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	Time	Action								
Time	Action										


Financial Information																				
How much money do you currently have in your account?																				
How much will the event cost students?																				
How much money do you predict you will spend (expenditures)?																				
How much money do you predict you will bring in (revenue)?																				
How much money do you predict you will make (profit)?																				
Predicted Expenditures	<table border="1"><thead><tr><th>Item</th><th>Dollar Amount</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>Total</td><td></td></tr></tbody></table>	Item	Dollar Amount															Total		
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### Agreements

- ☐ Our club has completely filled out this event form and marked N/A in any categories that do not apply to our event
- ☐ Our council has met about this event and accurately recorded it in our club/council minutes
- ☐ Our club advisor is fully aware of the event and will attend or find a BHS staff member to take his or her place
- ☐ Our club understands that not only does ASB council need to approve the event, but BHS administration does too
- ☐ Our club understands that receipts on any expenditures must be kept to guarantee reimbursement for any expenditures
- ☐ Our club guarantees to submit the deposit of our event with the office the first day you are back at school to ensure the money is not lost or stolen
- ☐ Our club agrees to take photographs of the event and email or Airdrop them to Mr. Robinson within 2 days of the event

### Section to be filled out by ASB and Admin

<b>Result of ASB vote</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>For</b></td> <td style="width: 50%; padding: 5px;"><b>Against</b></td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>		<b>For</b>	<b>Against</b>		
<b>For</b>	<b>Against</b>					
<b>Date of ASB Vote</b>						
<b>ASB Advisor Signature of Approval</b>						
<b>BHS Administrator Signature of Approval</b>						

### Reason for Denial from ASB or Admin (If Needed)

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