

PROJECT PROPOSAL

EVENT NAME:

PROJECT CHAIR:

HIGHLIGHT the appropriate descriptions of your project.

Choose the type of event: **STANDALONE EVENT OVERALL EVENT SUB EVENT**

Choose the type of event: **ASK GIVE**

Choose project category or categories: **FUNDRAISER SHINE OUTREACH PROMOTE SPIRIT**

Choose the pillar(s) being served: **SERVE CELEBRATE SUPPORT RESPECT**

Choose risk Level: **COMFORT GROWTH PANIC**

Who is your event for?

Primary Audience:

Secondary Audience: (None is a *possible* answer, but consider who else your event might appeal to!)

PLUS/DELTA REVIEW:

Has your event been done before? **YES NO**

If YES, fill out the following section.

LINK the Plus/Delta from the last time this event was done (to find Plus/Delta, go to the [Production Archive](#) through the Leadership Webpage):

Look over the Plus/Delta and fill out the following list:

AT LEAST three things we should REPEAT

- 1.
- 2.
- 3.

AT LEAST three things we need to CHANGE/FIX from last time

- 1.
- 2.
- 3.

YOUR IDEA:

In AT LEAST 3 sentences, describe your idea. Include how the information from last time's Plus/Delta will affect your event, and what you are adding to make your event go above and beyond.

This event will...

What will your event look like if it is successful? (BE SPECIFIC, include the number of people you want involved, the response on campus, the look of your event, etc.)

If successful, this event will...

BROADLY, list what you will require from our SODA Teams to carry out this event.

Design:

- [DESIGN LAYOUT TEMPLATES](#)
-
-

Sound:

-
-
-

Outreach:

-
-
-

Media:

-
-
-

Treasury:

-
-
-

PRODUCT:

Your event's name:

Your event's location:

Your event's date: [starting date] - [ending date]

Your event's time: [starting time] - [ending time]

***When finished, change this document's access to "**everyone with the link**" and send it to Mrs. Mitchum, ASB President, ASB Vice President, Secretary-Treasurer, Sound Captain, Media Captain, Design Captain, Outreach Captain, your Class President, and your Class Vice President!

Be prepared to pitch your event and ideas to the class for approval, and be ready to take some constructive criticism. We are all working together to create the best event possible!

- - - DO NOT CONTINUE THE PROJECT PLANNER UNTIL YOUR PROPOSAL IS APPROVED - - -

PROJECT PLANNER

PEOPLE:

Who do you need to help you to make this event successful?

Be SPECIFIC, who exactly is on your team, and what exactly will they be doing (before, during, and after the event)?

Make this detailed, the better you fill this out, the easier your job descriptions will be later!

Officers/Captains:

- Person/People - Job
-

Leadership Members:

-
-

**Teachers/Staff:

-
-

**Adult Volunteers:

-
-

****If you need adults involved in your event, contact them through email! Write the email and get it approved using [THIS FORM](#)! EMAILS CANNOT BE SENT UNTIL MRS. MITCHUM AND THE OUTREACH CAPTAIN HAVE APPROVED IT!**

SUPPLIES:

What do you need to make this event successful?

Make sure you CHECK PROMO for items you think we may have!

Supplies we have already (**DOUBLE CHECK PROMO BEFORE ADDING TO THIS LIST**):

-
-
-

Supplies we can borrow (**INCLUDE WHO WE ARE BORROWING ITEMS FROM**):

-
-
-

Supplies we need to purchase (**CONTINUE PURCHASE FORM IN MONEY SECTION**):

-
-
-

MONEY:

How much money this event will cost:

Fill out this [PURCHASE REQUEST FORM](#), then share it with your ASB President, ASB Secretary-Treasurer, and Mrs. Mitchum.

Will this event include a fundraiser or any type of sales? **YES NO**

If you are doing a fundraiser or sales, fill out the following section:

What are we going to do with the money we raise?

How much are we charging?

When will sales take place?

Where will sales take place?

Who will be doing sales?

After you have completed this section, see your ASB Secretary-Treasurer and Mrs. Nave to complete a Money Bag Request Form (This must be done AT LEAST 48 hours before beginning sales).

ADVERTISING:

Highlight the ways that you will promote this event, then add processes to the BEFORE section of your PROCESS.

Design:

- Talk with your Design Captain
- Put in design request forms and get them approved!
- Create job descriptions for the member(s) you have making your posters

Media:

- Talk with your Media Captain and Outreach Captain
- You could have a photoshoot with your Media Captain, or create a post yourself (a story, normal post, or video!)
- Turn in the final post to your Outreach Captain to have it posted!

CTV:

- Send a request to your CTV News Director and Mr. Wolff
-  Leadership Ctv Request

Email:

- Draft your mass email with [this email template](#)
- Get email approval from your Outreach Captain and Ms. Mitchum
- Once approved, forward your email to Mrs. Knave to be sent out to students, staff, and parents

LEDs:

- Contact Ruby and Mr. Wolff about what you want displayed (media shoot, graphic, etc.)
- Follow up with Mr. Wolff that LED post has been added

CHS Newsletter:

- Create a graphic for your event
- Create a write-up to go with the graphic
- Get approved by Outreach Captain

- Contact Mrs. Nave to have your graphic and write-up added to the next Newsletter

Potty Press:

- Contact your Outreach Captain and whoever is creating Potty Press
- Tell whoever is creating Potty Press the name and date of your event two weeks in advance
- Follow up before Potty Press is posted (every other Monday) to ensure your event is included

Stand and Deliver:

- Write an excerpt for Leadership Members to read during class
- Get the excerpt approved by Mrs. Mitchum and Outreach Captain
- Print out excerpts and hand them out to Membership
- Make sure at least one Leadership Member is hitting EVERY class

PROCESS:

To the best of your abilities, fill this section with what will need to be done BEFORE, DURING, and AFTER your event for it to succeed.

Add WHO will be doing each item, and add any necessary jobs to your Job Descriptions below.

Before:

- Facilities Request Form
- Job Descriptions
-
-
-

During:

-
-
-

After:

- [Plus/Delta Form \(Link will be inserted once I have done its revamp!\)](#)
- Thank You Cards
-
-

JOB DESCRIPTIONS

Create job descriptions for your event (use the information you provided above in the **PEOPLE** and **PROCESS** sections of the planner).

Name of Job:	Person/People doing Job:	Quality Standard:	Timeline:
Give your job a short name, everyone should have an idea of what they are in charge of by the name!	Who is assigned to this job? Make sure they know that they're in charge of something!	Describe what this job looks like when completed. Be specific, Members can't complete a job if they don't know what you want!	Set a due date! When do you want this job finished? How long should it take? Have a conversation with the people doing the job too!
			(Hit tab at the end of the table to continue adding rows!)