



# FLEMING SAC EVENT PLAN TEMPLATE

## EVENT DETAILS

CLUB NAME:

EVENT:

START DATE & TIME:

END DATE & TIME:

LOCATION ON CAMPUS TO BE BOOKED:

CLUB EVENT CONTACT:

## DESCRIBE YOUR EVENT


## EVENT SUPPLIES & EQUIPMENT

List the supplies and equipment required for the event:

ITEM	QTY	SOURCE	Cost

Total cost of items for event: \_\_\_\_\_

## FUNDING

How will you fund your event? Describe how the club will pay for costs.

- **Fundraising** –
- **Sponsorship** –
- **Club Funds**–
- **Other** –

## MARKETING

The following provides details on how the event is being promoted and timelines for each.

- **Posters** – 3 weeks before event –
- **Handouts** – 3 weeks before event –
- **TV Screens** – 2 weeks before event –
- **Social Media** – Campaign –
  - Facebook –
  - Twitter –
  - Instagram –

Do you want to use Fleming SAC Social Media Channels to promote your event? Y ☐ N ☐

If yes, promotional material must be submitted three (3) weeks before the proposed event.

## QUESTIONS?

Please direct any questions/feedback to: [madelaine.scott@flamingcollege.ca](mailto:madelaine.scott@flamingcollege.ca)

**\*NOTE: This document must be submitted at least four (4) weeks before to your event date.**