

## FHSD Event Project Scope

Date of Event: \_\_\_\_\_

Title of Event : \_\_\_\_\_

School/Host: : \_\_\_\_\_

External Partner : \_\_\_\_\_

- Require contract for sharing of budget

Purpose of the Event:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Community Event | <input type="checkbox"/> Workshop   |
| <input type="checkbox"/> Meeting         | <input type="checkbox"/> Conference |

Number of Guests anticipated: \_\_\_\_\_

Planning Team Required

- |  |   |
|--|---|
| <input type="checkbox"/> Marketing & Communications Support    | <input type="checkbox"/> Day-of Event Support |
| <input type="checkbox"/> Administration & Registration Support | <input type="checkbox"/> Volunteers           |
| <input type="checkbox"/> Volunteer Management                  |   |

Additional Requirements

- Contract for speaker  
 Online registration management

### Projected Costs

Type of Cost	Cost
Venue	
Catering (Food & Beverage)	
Advertising Budget -Design and printing -Advertising (digital and traditional)	
Speaker/Presentation Fee	
Speaker Travel & Accommodations (including meals)	
Equipment Rentals	
Audio-Visual Rentals	
Gift	
Parking	
Program/Printing	
Giveaways	
Linked Event (Development/Alumni etc.) -Catering - Event management costs	
Honorarium	
Other:	
<b>BUDGET TOTAL</b>	

Project Sponsor (responsible for budget):

School Director, Dean, or Associate Dean

\_\_\_\_\_

\_\_\_\_\_