



FLEMING SAC CLUB EVENT PLAN TEMPLATE

EVENT DETAILS

CLUB NAME:

EVENT:

START DATE & TIME:

END DATE & TIME:

LOCATION ON CAMPUS TO BE BOOKED:

CLUB CONTACT NAME:

EMAIL:

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 (Details):

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 TikTok

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

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

QUESTIONS?

Please direct any questions/feedback to: Trudy.mcfadyen2@flemingcollege.ca

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