**ActionAid Event Proposal Form**

**General information:**

**Event Name:**

**Date:**

**Name:**

**Location:**

**A brief description of the event you have planned:**

**What are the SMART objectives for your event or activity*.***

*Specific, Measurable, Achievable, Realistic and Timebound.  These should be as specific as possible. e.g. We will have 20 people attend the event.*

***Objective 1:***

***Objective 2:***

***Objective 3:***

**Do you require budget for this event is so please let us know the estimated costs below:**

|  |  |
| --- | --- |
| **Item** | **Cost ($AUD)** |
|  |  |
|  |  |
| **Total cost** |  |

**Do you expect to fundraise at your event? (If yes, have you requested an authority to fundraise? Please ask a staff member if you have any questions about this)**

**What other resources will you require?**

**What will supporters be asked to do at the event? Is there a next step for them to take?**

**Any risks that we should be aware of?**

**How will you ensure that the event is environmentally sustainable?**

**Do you require public liability insurance for the event?  (Please contact a staff member if you have any questions about this)**

**Any other details?**