

# Summer Program Planning Proposal

Event: Name of event

Date: Day of the week and date

Time: Time of event

Arrival time of program participants

Location: Venue, building and room number or outdoor location

Target Audience: Current Students, Prospective Students, Alumni, Campus Faculty/Staff, Professional

Organization, Community

Purpose: Goals and objectives of event.

Format: Event: List basic event format (conference, lecture, meeting, panel, reading, symposium,

workshop, other)

Program: Registration Check-in, Welcome, Keynote Speaker, Break out Sessions, Closing

Remarks, Special Meals, Evaluations, Etc.

Budget Summary: Funding Sources (Department Budget, Grants, Sponsorship), Projected Expenses,

Projected Revenue (Cost per Person), Projected Profit/Loss

Campus Contact: Campus department hosting the event and responsibility for all expenses

For Assistance: Anglie Gora, Summer Program Director, agora@bemidjistate.edu or 218-755-2851

# **Sample Summer Program Proposal**

National Science Foundation (U.S.).
Office of Experimental Projects and
Programs

**Sample Summer Program Proposal:** 

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