



## Xi Zeta Zeta Chapter 2017 Activity/Event Plan Proposal

<b>Type of event:</b>	
<b>Name/Title of event:</b>	
<b>Date of event:</b>	
<b>Time of event:</b>	
<b>Location of event:</b> <i>(Describe your event location/venue. - Ex. meeting/ conference room, community room, outdoors, etc.)</i>	
<b>Event coordinator/contact person:</b>	
<b>Description of event:</b> <i>(Briefly explain the purpose/reason for your event.)</i>	
<b>Target audience:</b> <i>(Describe your target audience. - Ex. Sorors only, Zetas &amp; Sigmas, community, youth, family/friends, prospective members, etc.)</i>	
<b>Objectives:</b> <i>(Be clear about what you hope the chapter achieves with this event.)</i>	
<b>Budget/Cost:</b> <i>(Identify and estimate costs that will be incurred by the preparation and execution of your event. Estimate each cost to the nearest dollar amount. - Ex. marketing materials (\$150), venue rental (\$100), food/catering (\$1200), speaker (\$175), etc.)</i>	
<b>Risk assessment:</b> <i>(Identify any possible risks that the chapter could experience by such an event and list any strategies you/ your committee will develop to minimize these risks.)</i>	