

# HSS PSA – Event Proposal Form

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Thank you for your interest and passion for proposing a new PSA sponsored event. The goal of the PSA, outside of the need to fundraise, is to create a community within and outside of the school. Please keep this in mind when recommending potential events.

The PSA will consider the proposal of new events through the following process:

1. At a PSA meeting, please present the completed form below, along with any additional support that may be needed for PSA consideration.
  - a. This process allows PSA members to raise questions or concerns prior to voting on the event. The proposal will be documented in the PSA meeting minutes for those unable to attend.
2. Prior to the next scheduled PSA meeting, the PSA Officers will discuss the ability to host the PSA proposed event.
  - a. This process allows PSA Officers to consider prior planned events, space, cost, liability, and any other questions or concerns prior to voting on the event.
3. At the following PSA meeting, all PSA members will vote on whether to include or exclude the event in this year's PSA activities under the guidelines of the PSA.

## Event Proposal Form Explanations

- a. **Event Proposal Form:** This document should include an overview of the event, a list of steps to be taken, including a time frame for each step, budget, resources, committee members, etc.
- b. Any **fliers** that you will need approved.
- c. **Event Activity Timeline:** This is a specific timeline for the event itself. Please include as many details as possible, like who is setting up and when, how people will enter and leave the event, how will people transition between activities, etc. For entertainment, please include the specific start and end time for each act, how you will let people know about the entertainment, who is doing the announcing and what equipment is needed, etc.

Event Name:	Event Date:
Event Location:	Event Time/s:
Total Attending:	Also Included: <input type="checkbox"/> Restriction listing (e.g. allergies, chemical usage) <input type="checkbox"/> Event Timeline <input type="checkbox"/> Fliers (submit paper copy of digital fliers) <input type="checkbox"/> Other
Officer/Chairperson:	
Position:	
Contact Phone:	

**Basic Idea & Goals:**

Budget:	Resources:
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Volunteers Needed:

Evaluation Process:

Committee Members:

Action Steps:	Person Responsible:	Deadline:

Signatures (if Approved):

Date:

PSA Officer/Point Person	
Principal	