

EVENT PROPOSAL FORM

Chapter Name: _____Charger Alumni Chapter

Event Name: _____

Proposed Date(s): _____

Proposed Time(s): _____

Location: _____

Event Purpose/Goals (How will your event tie back to the UAH Alumni Association's goals and the University's mission?):

Will you need a UAH faculty or staff member to speak at your event? If so, do you have a specific individual you would prefer to speak at your event?

Will you need funding? If so, how much? _____

Are you interested in seeking sponsorships for this event? _____

(NOTE: Before soliciting sponsorships, you must contact the Office of Alumni Relations for approval.)

What will this funding be used for if approved by the Office of Alumni Relations?

Will your chapter or affinity group need an Event Kit for this event?

Who is your designated photographer for this event? (Can be a chapter member using their phone as long as pictures are taken during the event and can be emailed to the Office of Alumni Relations.)

Comments or questions for the Office of Alumni Relations:

Submit completed Event Proposal Form to alumni@uah.edu.