

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](mailto:alumni@uah.edu).