



FLORIDA STATE UNIVERSITY
COLLEGE OF SOCIAL WORK

Event Proposal Request

Events must be scheduled at least six weeks in advance. Events less than six weeks are subject to venue and marketing availability.

Contact Information

Name of Person Requesting Event: _____

Email/Phone Number: _____

Event Information

Event Name: _____

Org. /Dept. (if not CSW): _____

Objective/Purpose (how it supports FSU CSW mission):

Proposed Time: _____

Proposed Date: ____/____/____

Proposed Location: _____

Target Audience: _____

Expected Attendance: _____

Proposed Budget: \$ _____

Funding Information: _____

Additional Information:

Dean's Comments:

Proposal Approved

Proposal Revise & Resubmit

Proposal Denied

Dean's Signature

Date Approved

Please send approved proposals to Student & Alumni Engagement Coordinator and Assistant Director of Finance and Administration to schedule an event consultation meeting.